



Amendment No. 5
to
Agreement No. 9100 NG150000025
for
Social Services
between
EASTER SEALS - CENTRAL TEXAS, INC.
and the
CITY OF AUSTIN
(Social Services)

- 1.0 The City of Austin and the Grantee hereby agree to the Agreement revisions listed below.
- 2.0 The total amount for this Amendment to the Agreement is **Three Hundred Seventy One Thousand Five Hundred Nine dollars (\$371,509)**. The total Agreement amount is recapped below:

Term	Agreement Change Amount	Total Agreement Amount
Basic Term: (Sept. 1, 2015 – Sept. 30, 2018)	n/a	\$ 1,002,735
Amendment No. 1: Add funds to Agreement and modify Exhibits	\$ 60,162	\$ 1,062,897
Amendment No. 2: Add funds to Agreement and modify Exhibits	\$ 16,298	\$ 1,079,195
Amendment No. 3: Add funds to Agreement and modify Exhibits	\$ 9,061	\$ 1,088,256
Amendment No. 4: Exercise Extension Option #1 (Oct. 1, 2018 – Sept. 30, 2019)	\$371,509	\$ 1,459,765
Amendment No. 5: Exercise Extension Option #2 (Oct. 1, 2019 – Sept. 30, 2020)	\$371,509	\$ 1,831,274

- 3.0 The following changes have been made to the original Agreement EXHIBITS:

Exhibit A.2 -- Program Performance Measures is deleted in its entirety and replaced with a new **Exhibit A.2 -- Program Performance Measures**. [Revised 5/7/2019]

Exhibit B.1 -- Program Budget and Narrative is deleted in its entirety and replaced with a new **Exhibit B.1 -- Program Budget and Narrative**. [Revised 5/7/2019]

- 4.0 The following Terms and Conditions have been MODIFIED:

4.1.2.3 For the Program Period of 10/1/2019 through 9/30/2020, the payment from the City to the Grantee shall not exceed \$371,509 (*Three Hundred Seventy One Thousand Five Hundred Nine dollars*).

- 5.0 MBE/WBE goals were not established for this Agreement.
- 6.0 Based on the criteria in the City of Austin Living Wage Resolution #020509-91, the Living Wage requirement does not apply to this Agreement.
- 7.0 By signing this Amendment, the Grantee certifies that the Grantee and its principals are not currently suspended or debarred from doing business with the Federal Government, as indicated by the Exclusion records found at SAM.gov, the State of Texas, or the City of Austin.
- 8.0 All other Agreement terms and conditions remain the same.

BY THE SIGNATURES affixed below, this Amendment is hereby incorporated into and made a part of the above-referenced Agreement.

GRANTEE

Signature: 

EASTER SEALS - CENTRAL TEXAS, INC.
Tod Marvin, President & CEO
8505 Cross Park Drive, Suite 120
Austin, TX 78754

Date: 8/14/2019

CITY OF AUSTIN

Signature: 

City of Austin
Purchasing Office
PO Box 1088
Austin, TX 78767

Date: 09/04/19

Program Performance Measures*Contract Start*
9/1/2015*Contract End*
9/30/2020*Period Performance Start*
10/1/2019*Period Performance End*
9/30/2020***Outputs***

<i>OP #</i>	<i>Output Measure Description</i>	<i>Period Goal</i>		
		<i>City</i>	<i>Other</i>	<i>Total</i>
1	Total Number of Unduplicated Clients Served	877	1917	2794

Program Performance Measures

<i>Contract Start</i> 9/1/2015		<i>Contract End</i> 9/30/2020	<i>Period Performance Start</i> 10/1/2019	<i>Period Performance End</i> 9/30/2020	
<i>Outcomes</i>					
<i>OC Item</i>	<i>Outcome Measure Description</i>				<i>Total Program Goal</i>
1 Num	Number of households at risk of homelessness that maintain housing				77
1 Den	Number of households receiving assistance				85
1 Rate	Percent of households at risk of homelessness that maintain housing				90.59
2 Num	Number of individuals increasing employment income				180
2 Den	Number of individuals exiting the program				225
2 Rate	Percent of individuals increasing employment income				80
3 Num	Number of individuals making progress on their treatment plan goal(s)				1223
3 Den	Number of individuals evaluated for progress on treatment plan goals(s)				1380
3 Rate	Percent of individuals making progress toward their treatment plan goals				88.62
4 Num	Number of individuals demonstrating improved life skill(s)				138
4 Den	Number of individuals participating in the activity				166
4 Rate	Percent of individuals who demonstrate improved life skills				83.13

Program Budget and Narrative

Program Start 10/1/2019

Program End 9/30/2020

	City Share	Other	Total
Salary plus Benefits	\$352,934.00	\$808,747.00	\$1,161,681.00
General Operations Expenses	\$18,575.00	\$0.00	\$18,575.00
Program Subgrantees	\$0.00	\$0.00	\$0.00
Staff Travel	\$0.00	\$0.00	\$0.00
Conferences	\$0.00	\$0.00	\$0.00
Operations SubTotal	\$18,575.00	\$0.00	\$18,575.00
Food and Beverages for Clients	\$0.00	\$0.00	\$0.00
Financial Direct Assistance to Clients	\$0.00	\$0.00	\$0.00
Other Assistance	Please Specify	Please Specify	Please Specify
Other Assistance Amount	\$0.00	\$0.00	\$0.00
Direct Assistance SubTotal	\$0.00	\$0.00	\$0.00
Capital Outlay Amount	\$0.00	\$0.00	\$0.00
Total	\$371,509.00	\$808,747.00	\$1,180,256.00

Detailed Budget Narrative**Salaries plus Benefits**

Salaries, benefits and employment taxes for staff working on the program

General Op Expenses

Audit expenses, trash removal, pest control, copier services, utilities, phone system, postage, accounting services

Program Subgrantees

N/A

Staff Travel

N/A

Conferences

N/A

Food and Beverage

N/A

Financial Assistance

N/A

Other Assistance

N/A

Capital Outlay

Created 5/7/2019 2:55:26 PM

Last Modified, If Applicable 5/7/2019 2:55:00 PM

Program Budget and Narrative

N/A



Amendment No. 4
to
Agreement No. NG150000025
for
Social Services
between
EASTER SEALS - CENTRAL TEXAS, INC.
and the
CITY OF AUSTIN

- 1.0 The City of Austin and the Grantee hereby agree to the Agreement revisions listed below.
- 2.0 The total amount for this Amendment to the Agreement is **Three Hundred Seventy One Thousand Five Hundred Nine dollars (\$371,509)**. The total Agreement amount is recapped below:

Term	Agreement Change Amount	Total Agreement Amount
Basic Term: (Sept. 1, 2015 – Sept. 30, 2018)	n/a	\$ 1,002,735
Amendment No. 1: Add funds to Agreement and modify Exhibits	\$ 60,162	\$ 1,062,897
Amendment No. 2: Add funds to Agreement and modify Exhibits	\$ 16,298	\$ 1,079,195
Amendment No. 3: Add funds to Agreement and modify Exhibits	\$ 9,061	\$ 1,088,256
Amendment No. 4: Exercise Extension Option #1 (Oct. 1, 2018 – Sept. 30, 2019)	\$371,509	\$ 1,459,765

- 3.0 The following changes have been made to the original Agreement EXHIBITS:

Exhibit A.2 -- Program Performance Measures is deleted in its entirety and replaced with a new **Exhibit A.2 -- Program Performance Measures**. [Revised 6/12/2018]

Exhibit B.1 -- Program Budget and Narrative is deleted in its entirety and replaced with a new **Exhibit B.1 -- Program Budget and Narrative**. [Revised 6/15/2018]

- 4.0 The following Terms and Conditions have been MODIFIED:

4.1.2.3 For the Program Period of 10/1/2018 through 9/30/2019, the payment from the City to the Grantee shall not exceed \$371,509 (**Three Hundred Seventy One Thousand Five Hundred Nine dollars**).

5.0 MBE/WBE goals were not established for this Agreement.

6.0 Based on the criteria in the City of Austin Living Wage Resolution #020509-91, the Living Wage requirement does not apply to this Agreement.


7.0 By signing this Amendment, the Grantee certifies that the Grantee and its principals are not currently suspended or debarred from doing business with the Federal Government, as indicated by the Exclusion records found at SAM.gov, the State of Texas, or the City of Austin.

8.0 All other Agreement terms and conditions remain the same.

BY THE SIGNATURES affixed below, this Amendment is hereby incorporated into and made a part of the above-referenced Agreement.

GRANTEE

Signature: _____



EASTER SEALS - CENTRAL TEXAS, INC.
Tod Marvin, President & CEO
8505 Cross Park Drive, Suite 120
Austin, TX 78754

Date: _____

7/16/18

CITY OF AUSTIN

Signature: _____


City of Austin
Purchasing Office
PO Box 1088
Austin, TX 78767

Date: _____

07/12/18

Program Performance Measures*Contract Start*
9/1/2015*Contract End*
9/30/2019*Period Performance Start*
10/1/2018*Period Performance End*
9/30/2019**Outputs**

<i>OP #</i>	<i>Output Measure Description</i>	<i>Period Goal</i>		
		<i>City</i>	<i>Other</i>	<i>Total</i>
1	Total Number of Unduplicated Clients Served	877	1917	2794

Program Performance MeasuresContract Start
9/1/2015Contract End
9/30/2019Period Performance Start
10/1/2018Period Performance End
9/30/2019**Outcomes**

OC Item	Outcome Measure Description	Total Program Goal
1 Num	Number of households at risk of homelessness that maintain housing	77
1 Den	Number of households receiving assistance	85
1 Rate	Percent of households at risk of homelessness that maintain housing	90.59
2 Num	Number of individuals increasing employment income	180
2 Den	Number of individuals exiting the program	225
2 Rate	Percent of individuals increasing employment income	80
3 Num	Number of individuals making progress on their treatment plan goal(s)	1223
3 Den	Number of individuals evaluated for progress on treatment plan goals(s)	1380
3 Rate	Percent of individuals making progress toward their treatment plan goals	88.62
4 Num	Number of individuals demonstrating improved life skill(s)	138
4 Den	Number of individuals participating in the activity	166
4 Rate	Percent of individuals who demonstrate improved life skills	83.13

Program Budget and Narrative

Program Start 10/1/2018

Program End 9/30/2019

	City Share	Other	Total
Salary plus Benefits	\$352,934.00	\$808,747.00	\$1,161,681.00
General Operations Expenses	\$18,575.00	\$0.00	\$18,575.00
Program Subgrantees	\$0.00	\$0.00	\$0.00
Staff Travel	\$0.00	\$0.00	\$0.00
Conferences	\$0.00	\$0.00	\$0.00
Operations SubTotal	\$18,575.00	\$0.00	\$18,575.00
Food and Beverages for Clients	\$0.00	\$0.00	\$0.00
Financial Direct Assistance to Clients	\$0.00	\$0.00	\$0.00
Other Assistance	Please Specify	Please Specify	Please Specify
Other Assistance Amount	\$0.00	\$0.00	\$0.00
Direct Assistance SubTotal	\$0.00	\$0.00	\$0.00
Capital Outlay Amount	\$0.00	\$0.00	\$0.00
Total	\$371,509.00	\$808,747.00	\$1,180,256.00

Detailed Budget Narrative**Salaries plus Benefits**

Salaries, benefits and employment taxes for staff working on the program

General Op Expenses

Audit expenses, trash removal, pest control, copier services, utilities, phone system, postage, accounting services

Program Subgrantees

N/A

Staff Travel

N/A

Conferences

N/A

Food and Beverage

N/A

Financial Assistance

N/A

Other Assistance

N/A

Capital Outlay

Created 6/12/2018 3:01:02 PM

Last Modified, If Applicable 6/15/2018 7:47:00 AM

Program Budget and Narrative

N/A



Amendment No. 3
to
Agreement No. NG150000025
for
Social Services
between
EASTER SEALS - CENTRAL TEXAS, INC.
and the
CITY OF AUSTIN

- 1.0 The City of Austin and the Grantee hereby agree to the Agreement revisions listed below.
- 2.0 The total amount for this Amendment to the Agreement is ***Nine Thousand and Sixty One dollars (\$9,061)***. The total Agreement amount is recapped below:

Term	Agreement Change Amount	Total Agreement Amount
Basic Term: (Sept. 1, 2015 – Sept. 30, 2018)	n/a	\$ 1,002,735
Amendment No. 1: Add funds to Agreement and modify Exhibits	\$ 60,162	\$ 1,062,897
Amendment No. 2: Add funds to Agreement and modify Exhibits	\$ 16,298	\$ 1,079,195
Amendment No. 3: Add funds to Agreement and modify Exhibits	\$ 9,061	\$ 1,088,256

- 3.0 The following changes have been made to the original Agreement EXHIBITS:

Exhibit A.2 -- Program Performance Measures is deleted in its entirety and replaced with a new **Exhibit A.2 -- Program Performance Measures**. [Revised 1/23/2018]

Exhibit B.1 -- Program Budget and Narrative is deleted in its entirety and replaced with a new **Exhibit B.1 -- Program Budget and Narrative**. [Revised 1/30/2018]

- 4.0 The following Terms and Conditions have been MODIFIED:

Section 4.1 **Agreement Amount**. The Grantee acknowledges and agrees that, notwithstanding any other provision of this Agreement, the maximum amount payable by the City under this Agreement for the initial 37 month term shall not exceed the amount approved by City Council, which is **\$1,088,256 (One Million Eighty Eight Thousand Two Hundred Fifty Six dollars)**, and **\$371,509 (Three Hundred Seventy One Thousand Five Hundred Nine dollars)** per 12 month extension option, for a total Agreement amount of **\$2,202,783**. Continuation of the Agreement

beyond the initial 37 months is specifically contingent upon the availability and allocation of funding, and authorization by City Council.

4.1.2.3 For the Program Period of 10/1/2017 through 9/30/2018, the payment from the City to the Grantee shall not exceed \$371,509 (*Three Hundred Seventy One Thousand Five Hundred Nine dollars*).

5.0 MBE/WBE goals were not established for this Agreement.

6.0 Based on the criteria in the City of Austin Living Wage Resolution #020509-91, the Living Wage requirement does not apply to this Agreement.

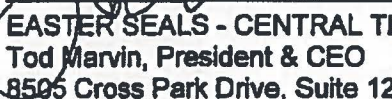
7.0 By signing this Amendment, the Grantee certifies that the Grantee and its principals are not currently suspended or debarred from doing business with the Federal Government, as indicated by the Exclusion records found at SAM.gov, the State of Texas, or the City of Austin.

8.0 All other Agreement terms and conditions remain the same.

BY THE SIGNATURES affixed below, this Amendment is hereby incorporated into and made a part of the above-referenced Agreement.

GRANTEE

Signature: _____



EASTER SEALS - CENTRAL TEXAS, INC.
Tod Marvin, President & CEO
8505 Cross Park Drive, Suite 120
Austin, TX 78754

Date: _____

1/31/18

CITY OF AUSTIN

Signature: _____


City of Austin
Purchasing Office
PO Box 1088
Austin, TX 78767

Date: _____

03/29/18

Program Performance Measures

	Period			Contract Term
	1	2	3	
Start Date	10/1/2015	10/1/2016	10/1/2017	9/1/2015
End Date	9/30/2016	9/30/2017	9/30/2018	9/30/2018

Outputs**ID Output Measure Description**

	Period			Contract Term **
	1	2*	3*	
1 Total Number of Unduplicated Clients Served	839	839	877	2355

Outcomes**ID Outcome Measure Description**

	Period			Contract Term **
	1	2*	3*	
Number of households at risk of homelessness that maintain housing	77	77	77	231
1A Number of households receiving assistance	85	85	85	255
Percent of households at risk of homelessness that maintain housing	90.59	90.59	90.59	90.59
Number of individuals increasing employment	180	180	180	540
2Aii Number of individuals exiting the program	225	225	225	675
Percent of individuals increasing employment income	80	80	80	80
Number of individuals making progress on their treatment plan goal(s)	1223	1223	1223	3669
3B Number of individuals evaluated for progress on treatment plan goals(s)	1380	1380	1380	4140
Percent of individuals making progress toward their treatment plan goals	88.62	88.62	88.62	88.62
Number of individuals demonstrating improved life skill(s)	138	138	138	414
5B Number of individuals participating in the activity	166	166	166	498
Percent of individuals who demonstrate improved life skills	83.13	83.13	83.13	83.13

* Goal Served May Include Carry-Over From Previous Period

** Goal Served Spans Contract Term / May Not Include Carry-Over / Clients Served Must Be < or = Sum of Periods)

Created: 3/31/2015 1:42:00 PM

Last Modified, If Applicable: 1/23/2018 10:56:00 AM

Program Budget and Narrative

	1	Period 2	3	Contract Start Contract End	9/1/2015 9/30/2018
<i>Period Start Date</i>	9/1/2015	10/1/2016	10/1/2017		
<i>Period End Date</i>	9/30/2016	9/30/2017	9/30/2018	Total	
Salary plus Benefits	\$354,299.00	\$326,203.00	\$352,934.00	\$1,033,436.00	
<i>General Operations Expenses</i>	\$0.00	\$36,245.00	\$18,575.00	\$54,820.00	
<i>Program Subgrantees</i>	\$0.00	\$0.00	\$0.00	\$0.00	
<i>Staff Travel</i>	\$0.00	\$0.00	\$0.00	\$0.00	
<i>Conferences</i>	\$0.00	\$0.00	\$0.00	\$0.00	
Operations SubTotal	\$0.00	\$36,245.00	\$18,575.00	\$54,820.00	
<i>Food and Beverages for Clients</i>	\$0.00	\$0.00	\$0.00	\$0.00	
<i>Financial Direct Assistance to Clients</i>	\$0.00	\$0.00	\$0.00	\$0.00	
<i>Other Assistance Amount</i>	\$0.00	\$0.00	\$0.00	\$0.00	
Direct Assistance SubTotal	\$0.00	\$0.00	\$0.00	\$0.00	
Capital Outlay Amount	\$0.00	\$0.00	\$0.00	\$0.00	
Total	\$354,299.00	\$362,448.00	\$371,509.00	\$1,088,256.00	
<i>Total Period Percentage</i>	32.56	33.31	34.14		

Detailed Budget Narrative**Salaries plus Benefits**

Salaries, benefits and employment taxes for staff working on the program

General Op Expenses

Audit expenses, trash removal, pest control, copier services, utilities, phone system, postage, accounting services

Program Subgrantees**Staff Travel****Conferences****Food and Beverage****Financial Assistance****Other Assistance****Capital Outlay**



Amendment No. 2
to
Contract No. NG150000025
for
Social Services
between
EASTER SEALS - CENTRAL TEXAS, INC.
and the
CITY OF AUSTIN

- 1.0 The City of Austin and the Contractor hereby agree to the contract revisions listed below.
- 2.0 The total amount for this Amendment to the Agreement is ***Sixteen Thousand Two Hundred Ninety Eight dollars (\$16,298)***. The total Agreement amount is recapped below:

Term	Contract Change Amount	Total Contract Amount
Basic Term: (Sept. 1, 2015 – Sept. 30, 2018)	n/a	\$ 1,002,735
Amendment No. 1: Add funds to Contract and modify Exhibits	\$ 60,162	\$ 1,062,897
Amendment No. 2: Add funds to Contract and modify Exhibits	\$ 16,298	\$ 1,079,195

- 3.0 The following changes have been made to the original contract EXHIBITS:

Exhibit B.1 -- Program Budget and Narrative is deleted in its entirety and replaced with a new **Exhibit B.1 -- Program Budget and Narrative**. [Revised 1/4/2017]

Exhibit E – Business Associate Agreement is added to the Agreement.

- 4.0 The following Terms and Conditions have been MODIFIED:

Section 1.2 **Responsibilities of the Grantee**. The Grantee shall provide all technical and professional expertise, knowledge, management, and other resources required for accomplishing all aspects of the tasks and associated activities identified in the Agreement Exhibits. The Grantee shall assure that all Agreement provisions are met by any Subgrantee performing services for the Grantee.

Section 4.1 **Agreement Amount**. The Grantee acknowledges and agrees that, notwithstanding any other provision of this Agreement, the maximum amount payable by the City under this Agreement for the initial 37 month term shall not exceed the amount approved by City Council, which is **\$1,079,195 (One Million Seventy Nine Thousand One Hundred Ninety Five dollars)**.

and \$362,448 (*Three Hundred Sixty Two Thousand Four Hundred Forty Eight dollars*) per 12 month extension option, for a total Agreement amount of \$2,166,539. Continuation of the Agreement beyond the initial 37 months is specifically contingent upon the availability and allocation of funding, and authorization by City Council.

Section 4.1.1.2 Transfers between or among the approved budget categories in excess of 10% or more than \$50,000 will require the City Agreement Manager's approval, and must meet all of the conditions outlined in Section 4.1.1.1 (ii) and (iii) above.

- i. The Grantee must submit a Budget Revision Form to the City prior to the submission of the Grantee's first monthly billing to the City following the transfer.

Section 4.1.2 Payment to the Grantee shall be made in the following increments:

4.1.2.2 For the Program Period of 10/1/2016 through 9/30/2017, the payment from the City to the Grantee shall not exceed \$362,448 (*Three Hundred Sixty Two Thousand Four Hundred Forty Eight dollars*);

4.1.2.3 For the Program Period of 10/1/2017 through 9/30/2018, the payment from the City to the Grantee shall not exceed \$362,448 (*Three Hundred Sixty Two Thousand Four Hundred Forty Eight dollars*).

Section 4.3.1 All requests accepted and approved for payment by the City will be paid within 30 calendar days of the City's receipt of the deliverables or of the invoice, whichever is later. Requests for payment received without the information required in Section 4.2 cannot be processed, will be returned to the Grantee, and City will make no payment in connection with such request.

Section 4.4 **Non-Appropriation.** The awarding or continuation of this Agreement is dependent upon the availability of funding and authorization by Council. The City's payment obligations are payable only and solely from funds appropriated and available for this Agreement. The absence of appropriated or other lawfully available funds shall render the Agreement null and void to the extent funds are not appropriated or available and any deliverables delivered but unpaid shall be returned to the Grantee. The City shall provide the Grantee written notice of the failure of the City to make an adequate appropriation for any fiscal year to pay the amounts due under the Agreement, or the reduction of any appropriation to an amount insufficient to permit the City to pay its obligations under the Agreement. In the event of non- or inadequate appropriation of funds, there will be no penalty or removal fees charged to the City.

Section 4.7.1 The City agrees to pay Grantee for services rendered under this Agreement and to reimburse Grantee for actual, eligible expenses incurred and paid in accordance with all terms and conditions of this Agreement. The City shall not be liable to Grantee for any costs incurred by Grantee which are not reimbursable as set forth in Section 4.8.

Section 4.7.4 The City shall not be liable to Grantee for any costs which have been paid under other agreements or from other funds. In addition, the City shall not be liable for any costs incurred by Grantee which were: a) incurred prior to the effective date of this Agreement or outside the Agreement period as referenced in Sections 4.1.2 and 4.8.1., or b) not billed to the City within 5 business days before the due date for the Grantee's annual Contract Progress Report or Contract Closeout Summary Report, whichever is applicable.

Section 4.7.6 Grantee shall deposit and maintain all funds received under this Agreement in either a separate numbered bank account or a general operating account, either of which shall be supported with the maintenance of a separate accounting with a specific chart which reflects

specific revenues and expenditures for the monies received under this Agreement. The Grantee's accounting system must identify the specific expenditures, or portions of expenditures, against which funds under this Agreement are disbursed. Grantee must be able to produce an accounting system-generated report of exact expenses or portions of expenses charged to the City for any given time period.

Section 4.8.1 Reimbursement Only. Expenses and/or expenditures shall be considered reimbursable only if incurred during the current Program Period identified in Section 4.1.2, directly and specifically in the performance of this Agreement, and in conformance with the Agreement Exhibits. Grantee agrees that, unless otherwise specifically provided for in this Agreement, payment by the City under the terms of this Agreement is made on a reimbursement basis only; Grantee must have incurred and paid costs prior to those costs being invoiced and considered allowable under this Agreement and subject to payment by the City. Expenses incurred during the Program Period may be paid up to 30 days after the end of the Program Period and included in the Final Payment Request for the Program Period, which shall be due no later than 5 p.m. CST 5 business days before the due date for the Grantee's annual Contract Progress Report or Contract Closeout Summary Report, whichever is applicable.

Section 4.8.3 The City's prior written authorization is required in order for the following to be considered allowable costs. Inclusion in the budget within this Agreement constitutes "written authorization." The item shall be specifically identified in the budget. The City shall have the authority to make the final determination as to whether an expense is an allowable cost.

1. Alteration, construction, or relocation of facilities
2. Cash payments, including cash equivalent gift cards such as Visa, MasterCard and American Express
3. Equipment and other capital expenditures.
4. Interest, other than mortgage interest as part of a pre-approved budget under this Agreement
5. Organization costs (costs in connection with the establishment or reorganization of an organization)
6. Purchases of tangible, nonexpendable property, including fax machines, stereo systems, cameras, video recorder/players, microcomputers, software, printers, microscopes, oscilloscopes, centrifuges, balances and incubator, or any other item having a useful life of more than one year and an acquisition cost, including freight, of over \$5,000
7. Selling and marketing
8. Travel/training outside Travis County

Section 4.8.4 The following types of expenses are specifically **not allowable** with City funds under this Agreement. The City shall have the authority to make the final determination as to whether an expense is an allowable cost.

1. Alcoholic beverages
2. Bad debts
3. Compensation of trustees, directors, officers, or advisory board members, other than those acting in an executive capacity
4. Contingency provisions (funds). (Self-insurance reserves and pension funds are allowable.)
5. Defense and prosecution of criminal and civil proceedings, claims, appeals and patent infringement
6. Deferred costs
7. Depreciation
8. Donations and contributions including donated goods or space
9. Entertainment costs, other than expenses related to client incentives

10. Fines and penalties (including late fees)
11. Fundraising and development costs
12. Goods or services for officers' or employees' personal use
13. Housing and personal living expenses for organization's officers or employees
14. Idle facilities and idle capacity
15. Litigation-related expenses (including personnel costs) in action(s) naming the City as a Defendant
16. Lobbying or other expenses related to political activity
17. Losses on other agreements or casualty losses
18. Public relations costs, except reasonable, pre-approved advertising costs related directly to services provided under this Agreement
19. Taxes, other than payroll and other personnel-related levies
20. Travel outside of the United States of America

Section 4.9.5 Grantee shall provide the City with a copy of the completed Administrative and Fiscal Review (AFR) using the forms shown at <http://www.ckodm.com/austin/>, and required AFR Attachments, including a copy of the Grantee's completed Internal Revenue Service Form 990 or 990EZ (Return of Organization Exempt from Income Tax) if applicable, for each calendar year to be due in conjunction with submission of the Grantee's annual financial audit report or financial review report as outlined in Section 4.12.4. If Grantee filed a Form 990 or Form 990EZ extension request, Grantee shall provide the City with a copy of that application of extension of time to file (IRS Form 2758) within 30 days of filing said form(s), and a copy of the final IRS Form 990 document(s) immediately upon completion.

Section 4.10.1 Grantee shall maintain written policies and procedures approved by its governing body and shall make copies of all policies and procedures available to the City upon request. At a minimum, written policies shall exist in the following areas: Financial Management; Subcontracting and/or Procurement; Equal Employment Opportunity; Personnel and Personnel Grievance; Nepotism; Non-Discrimination of Clients; Client Grievance; Drug Free Workplace; the Americans with Disabilities Act; Conflict of Interest; Whistleblower; and Criminal Background Checks.

Section 4.11.2 The City expressly reserves the right to monitor client-level data related to services provided under this Agreement. If the Grantee asserts that client-level data is legally protected from disclosure to the City, a specific and valid legal reference to this assertion must be provided and is subject to acceptance by the City's Law Department.

Section 4.11.3 Grantee shall provide the City with copies of all evaluation or monitoring reports received from other funding sources during the Agreement Term upon request following the receipt of the final report.

Section 4.12.2 If Grantee is not subject to the Single Audit Act, and expends \$750,000 or more during the Grantee's fiscal year, then Grantee shall have a full financial audit performed in accordance with Generally Accepted Auditing Standards (GAAS). If less than \$750,000 is expended, then a financial review is acceptable, pursuant to the requirements of this Agreement.

Section 4.12.4 Grantee must submit 1 Board-approved, bound hard copy of a complete financial audit report or financial review report, to include the original auditor Opinion Letter/Independent Auditor's Report within 270 calendar days of the end of Grantee's fiscal year, unless alternative arrangements are approved in writing by the City. The financial audit report or financial review report must include the Management Letter/Internal Controls Letter, if one was issued by the auditor. Grantee may not submit electronic copies of financial audit reports or financial review

reports to the City. Financial audit reports or financial review reports must be provided in hard copy, and either mailed or hand-delivered to the City.

Section 4.12.6 The City will contact the Board Chair to verify that the auditor presented the financial audit report/financial review report to the Grantee's Board of Directors or a committee of the Board.

- i. Grantee's Board Chair must submit a signed and dated copy of the APH Board Certification form to the City as verification.

A signed and dated copy of the APH Board Certification form will be due to the City with the financial audit report/financial review report. The City will deem the financial audit report/financial review report incomplete if the Grantee fails to submit the Board Certification form, as required by this Section.

Section 8.6 **Business Continuity**. Grantee warrants that it has adopted a business continuity plan that describes how Grantee will continue to provide services in the event of an emergency or other unforeseen event, and agrees to maintain the plan on file for review by the City. Grantee shall provide a copy of the plan to the City's Agreement Manager upon request at any time during the term of this Agreement, and the requested information regarding the Business Continuity Plan shall appear in the annual Administrative and Fiscal Review document.

Section 8.21.1.4 require that all Subgrantees obtain and maintain, throughout the term of their Subagreement, insurance in the type required by this Agreement, and in amounts appropriate for the amount of the Subagreement, with the City being a named insured as its interest shall appear;

5.0 The following Terms and Conditions have been ADDED to the Agreement:

Section 4.3.3.8 identification of previously reimbursed expenses determined to be unallowable after payment was made.

Section 4.10.2 Grantee shall provide the City with copies of revised Articles of Incorporation and Doing Business As (DBA) certificates (if applicable) within 14 calendar days of receipt of the notice of filing by the Secretary of State's office. Grantee shall provide the City with copies of revised By-Laws within 14 calendar days of their approval by the Grantee's governing body.

Section 8.6.1 Grantee agrees to participate in the City's Emergency Preparedness and Response Plan and other disaster planning processes. Grantee participation includes assisting the City to provide disaster response and recovery assistance to individuals and families impacted by manmade or natural disasters.

Section 8.21.1.6 maintain and make available to the City, upon request, Certificates of Insurance for all Subgrantees.

Section 8.27 **Public Information Act**. Grantee acknowledges that the City is required to comply with Chapter 552 of the Texas Government Code (Public Information Act). Under the Public Information Act, this Agreement and all related information within the City's possession or to which the City has access are presumed to be public and will be released unless the information is subject to an exception described in the Public Information Act.

Section 8.28 **HIPAA Standards**. As applicable, Grantee and Subgrantees are required to develop and maintain administrative safeguards to ensure the confidentiality of all protected client information, for both electronic and non-electronic records, as established in the Health

Insurance Portability and Accountability Act (HIPAA) Standards CFR 160 and 164, and to comply with all other applicable federal, state, and local laws and policies applicable to the confidentiality of protected client information. Grantee must maintain HIPAA-compliant Business Associate agreements with each entity with which it may share any protected client information.

8.28.1 Business Associate Agreement. If performance of this Agreement involves the use or disclosure of Protected Health Information (PHI), as that term is defined in 45 C.F.R. § 160.103, then Grantee acknowledges and agrees to comply with the terms and conditions contained in the Business Associate Agreement, attached as Exhibit E.

Section 8.29 Political and Sectarian Activity. No portion of the funds received by the Grantee under this Agreement shall be used for any political activity (including, but not limited to, any activity to further the election or defeat of any candidate for public office) or any activity undertaken to influence the passage, defeat, or final content of legislation; or for any sectarian or religious purposes.

Section 8.30 Culturally and Linguistically Appropriate Standards (CLAS). The City is committed to providing effective, equitable, understandable and respectful quality care and services that are responsive to diverse cultural beliefs and practices, preferred languages, health literacy, and other communication needs. This commitment applies to services provided directly by the City as well as services provided through its Grantees. Grantee and its Subgrantees agree to implement processes and services in a manner that is culturally and linguistically appropriate and competent. Guidance on adopting such standards and practices are available at the U.S. Department of Health and Human Services Office of Minority Health's website at: <https://minorityhealth.hhs.gov/omh/browse.aspx?lvl=1&lvlid=6>.

In some instances, failure to provide language assistance services may have the effect of discriminating against persons on the basis of their natural origin. Guidelines for serving individuals with Limited English Proficiency (LEP) are available at <https://www.lep.gov/faqs/faqs.html>.

6.0 MBE/WBE goals were not established for this Contract.

7.0 Based on the criteria in the City of Austin Living Wage Resolution #020509-91, the Living Wage requirement does not apply to this Contract.

8.0 By signing this Amendment, the Contractor certifies that the Contractor and its principals are not currently suspended or debarred from doing business with the Federal Government, as indicated by the Exclusion records found at SAM.gov, the State of Texas, or the City of Austin.

9.0 All other Contract terms and conditions remain the same.

BY THE SIGNATURES affixed below, this Amendment is hereby incorporated into and made a part of the above-referenced contract.

CONTRACTOR

Signature:


EASTER SEALS - CENTRAL TEXAS, INC.

CITY OF AUSTIN

Signature:


City of Austin

Tod Marvin, President & CEO
8505 Cross Park Drive, Suite 120
Austin, TX 78754

Purchasing Office
PO Box 1088
Austin, TX 78767

Date: 2/27/2017

Date: 3/23/17

Program Budget and Narrative

	<i>1</i>	<i>Period 2</i>	<i>3</i>	<i>Contract Start Contract End</i>	<i>9/1/2015 9/30/2018</i>
<i>Period Start Date</i>	9/1/2015	10/1/2016	10/1/2017		
<i>Period End Date</i>	9/30/2016	9/30/2017	9/30/2018		Total
<i>Salary plus Benefits</i>	\$354,299.00	\$326,203.00	\$326,203.00		\$1,006,705.00
<i>General Operations Expenses</i>	\$0.00	\$36,245.00	\$36,245.00		\$72,490.00
<i>Program Subcontractors</i>	\$0.00	\$0.00	\$0.00		\$0.00
<i>Staff Travel</i>	\$0.00	\$0.00	\$0.00		\$0.00
<i>Conferences</i>	\$0.00	\$0.00	\$0.00		\$0.00
<i>Operations SubTotal</i>	\$0.00	\$36,245.00	\$36,245.00		\$72,490.00
<i>Food and Beverages for Clients</i>	\$0.00	\$0.00	\$0.00		\$0.00
<i>Financial Direct Assistance to Clients</i>	\$0.00	\$0.00	\$0.00		\$0.00
<i>Other Assistance Amount</i>	\$0.00	\$0.00	\$0.00		\$0.00
<i>Direct Assistance SubTotal</i>	\$0.00	\$0.00	\$0.00		\$0.00
<i>Capital Outlay Amount</i>	\$0.00	\$0.00	\$0.00		\$0.00
Total	\$354,299.00	\$362,448.00	\$362,448.00		\$1,079,195.00
<i>Total Period Percentage</i>	32.83	33.59	33.59		

Detailed Budget Narrative**Salaries plus Benefits**

Partial salaries and benefits for the following positions are included: Housing Program Director, Housing Program Manager, Parenting Program Manager, Parenting Bilingual Program Coordinator, Program Director, Employment Program Specialist, Community Program Manager, Community Program Specialist, Community Program Coordinator, ECI Service Coordinator and Audiologist

General Op Expenses

Audit expenses, trash removal, pest control, copier services, utilities, phone system, postage, accounting services

Program Subcontractors**Staff Travel****Conferences****Food and Beverage****Financial Assistance****Other Assistance****Capital Outlay**

BUSINESS ASSOCIATE AGREEMENT PROVISIONS

This Business Associate Agreement (the "Agreement"), is made by and between the Grantee (Business Associate) and the City (Covered Entity) (collectively the "Parties") to comply with privacy standards adopted by the U.S. Department of Health and Human Services as they may be amended from time to time, 45 C.F.R. parts 160 and 164 ("the Privacy Rule") and security standards adopted by the U.S. Department of Health and Human Services as they may be amended from time to time, 45 C.F.R. parts 160, 162 and 164, subpart C ("the Security Rule"), and the Health Information Technology for Economic and Clinical Health (HITECH) Act, Title XIII of Division A and Title IV of Division B of the American Recovery and Reinvestment Act of 2009 and regulations promulgated there under and any applicable state confidentiality laws.

RECITALS

WHEREAS, Business Associate provides services outlined in Exhibit A.1 to or on behalf of Covered Entity;

WHEREAS, in connection with these services, Covered Entity discloses to Business Associate certain protected health information that is subject to protection under the HIPAA Rules; and

WHEREAS, the HIPAA Rules require that Covered Entity receive adequate assurances that Business Associate will comply with certain obligations with respect to the PHI received, maintained, or transmitted in the course of providing services to or on behalf of Covered Entity.

NOW THEREFORE, in consideration of the mutual promises and covenants herein, and for other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the Parties agree as follows:

- A. Definitions. Terms used herein, but not otherwise defined, shall have meaning ascribed by the Privacy Rule and the Security Rule.
1. Breach. "Breach" shall have the same meaning as the term "breach" in 45 C.F.R. §164.502.
 2. Business Associate. "Business Associate" shall have the same meaning as the term "business associate" in 45 C.F.R. §160.103 and in reference to the party to this agreement, shall mean Grantee.
 3. Covered Entity. "Covered Entity" shall have the same meaning as the term "covered entity" in 45 C.F.R. §160.103 and in reference to the party to this agreement shall mean The City of Austin.
 4. Designated Record Set. "Designated Record Set" shall mean a group of records maintained by or for a Covered Entity that is: (i) the medical records and billing records about Individuals maintained by or for a covered health care provider; (ii) the enrollment, payment, claims adjudication, and case or medical management record systems maintained by or for a health plan; or (iii) used, in whole or in part, by or for the covered entity to make decisions about Individuals. For purposes of

this definition, the term "record" means any item, collection, or grouping of information that includes protected health information and is maintained, collected, used, or disseminated by or for a covered entity.

5. HIPAA Rules. The Privacy Rule and the Security Rule and amendments codified and promulgated by the HITECH Act are referred to collectively herein as "HIPAA Rules."
 6. Individual. "Individual" shall mean the person who is the subject of the protected health information.
 7. Incident. "Incident" means a potential or attempted unauthorized access, use, disclosure, modification, loss or destruction of PHI, which has the potential for jeopardizing the confidentiality, integrity or availability of the PHI.
 8. Protected Health Information ("PHI"). "Protected Health Information" or PHI shall have the same meaning as the term "protected health information" in 45 C.F.R. §160.103, limited to the information created, received, maintained or transmitted by Business Associate from or on behalf of covered entity pursuant to this Agreement.
 9. Required by Law. "Required by Law" shall mean a mandate contained in law that compels a use or disclosure of PHI.
 10. Secretary. "Secretary" shall mean the Secretary of the Department of Health and Human Services or his or her Designee.
 11. Sensitive Personal Information. "Sensitive Personal Information" shall mean an individual's first name or first initial and last name in combination with any one or more of the following items, if the name and the items are not encrypted: a) social security number; driver's license number or government-issued identification number; or account number or credit or debit card number in combination with any required security code, access code, or password that would permit access to an individual's financial account; or b) information that identifies an individual and relates to: the physical or mental health or condition of the individual; the provision of health care to the individual; or payment for the provision of health care to the individual.
 12. Subcontractor. "subcontractor" shall have the same meaning as the term "subcontractor" in 45 C.F.R. §160.103.
 13. Unsecured PHI. "Unsecured PHI" shall mean PHI that is not rendered unusable, unreadable, or indecipherable to unauthorized individuals through the use of a technology or methodology specified by the Secretary in the guidance issued under section 13402(h)(2) of Public Law 111-5.
- B. Purposes for which PHI May Be Disclosed to Business Associate. In connection with the services provided by Business Associate to or on behalf of Covered Entity described in this

Agreement, Covered Entity may disclose PHI to Business Associate for the purposes of providing a social service.

C. Obligations of Covered Entity. If deemed applicable by Covered Entity, Covered Entity shall:

1. provide Business Associate a copy of its Notice of Privacy Practices ("Notice") produced by Covered Entity in accordance with 45 C.F.R. 164.520 as well as any changes to such Notice;
2. provide Business Associate with any changes in, or revocation of, authorizations by Individuals relating to the use and/or disclosure of PHI, if such changes affect Business Associate's permitted or required uses and/or disclosures;
3. notify Business Associate of any restriction to the use and/or disclosure of PHI to which Covered Entity has agreed in accordance with 45 C.F.R. 164.522, to the extent that such restriction may affect Business Associate's use or disclosure of PHI;
4. not request Business Associate to use or disclose PHI in any manner that would not be permissible under the Privacy Rule if done by the Covered entity;
5. notify Business Associate of any amendment to PHI to which Covered Entity has agreed that affects a Designated Record Set maintained by Business Associate;
6. if Business Associate maintains a Designated Record Set, provide Business Associate with a copy of its policies and procedures related to an Individual's right to: access PHI; request an amendment to PHI; request confidential communications of PHI; or request an accounting of disclosures of PHI; and,
7. direct, review and control notification made by the Business Associate of individuals of breach of their Unsecured PHI in accordance with the requirements set forth in 45 C.F.R. §164.404.

D. Obligations of Business Associate. Business Associate agrees to comply with applicable federal and state confidentiality and security laws, specifically the provisions of the HIPAA Rules applicable to business associates, including:

1. Use and Disclosure of PHI. Except as otherwise permitted by this Agreement or applicable law, Business Associate shall not use or disclose PHI except as necessary to provide Services described above to or on behalf of Covered Entity, and shall not use or disclose PHI that would violate the HIPAA Rules if used or disclosed by Covered Entity. Also, knowing that there are certain restrictions on disclosure of PHI. Provided, however, Business Associate may use and disclose PHI as necessary for the proper management and administration of Business Associate, or to carry out its legal responsibilities. Business Associate shall in such cases:

- (a) provide information and training to members of its workforce using or disclosing PHI regarding the confidentiality requirements of the HIPAA Rules and this Agreement;
 - (b) obtain reasonable assurances from the person or entity to whom the PHI is disclosed that: (a) the PHI will be held confidential and further used and disclosed only as Required by Law or for the purpose for which it was disclosed to the person or entity; and (b) the person or entity will notify Business Associate of any instances of which it is aware in which confidentiality of the PHI has been breached; and
 - (c) agree to notify the designated Privacy Officer of Covered Entity of any instances of which it is aware in which the PHI is used or disclosed for a purpose that is not otherwise provided for in this Agreement or for a purpose not expressly permitted by the HIPAA Rules.
- 2. Data Aggregation. In the event that Business Associate works for more than one Covered Entity, Business Associate is permitted to use and disclose PHI for data aggregation purposes, however, only in order to analyze data for permitted health care operations, and only to the extent that such use is permitted under the HIPAA Rules.
- 3. De-identified Information. Business Associate may use and disclose de-identified health information if written approval from the Covered Entity is obtained, and the PHI is de-identified in compliance with the HIPAA Rules. Moreover, Business Associate shall review and comply with the requirements defined under Section E. of this Agreement.
- 4. Safeguards.
 - (a) Business Associate shall maintain appropriate safeguards to ensure that PHI is not used or disclosed other than as provided by this Agreement or as Required by Law. Business Associate shall implement administrative, physical and technical safeguards that reasonably and appropriately protect the confidentiality, integrity, and availability of any paper or electronic PHI it creates, receives, maintains, or transmits on behalf of Covered Entity.
 - (b) Business Associate shall assure that all PHI be secured when accessed by Business Associate's employees, agents or subcontractor. Any access to PHI by Business Associate's employees, agents or subcontractors shall be limited to legitimate business needs while working with PHI. Any personnel changes by Business Associate, eliminating the legitimate business needs for employees, agents or contractors access to PHI – either by revision of duties or termination – shall be immediately reported to Covered Entity. Such reporting shall be made no later than the third business day after the personnel change becomes effective.

5. Minimum Necessary. Business Associate shall ensure that all uses and disclosures of PHI are subject to the principle of "minimum necessary use and disclosure," i.e., that only PHI that is the minimum necessary to accomplish the intended purpose of the use, disclosure, or request is used or disclosed; and, the use of limited data sets when possible.
6. Disclosure to Agents and Subcontractors. If Business Associate discloses PHI received from Covered Entity, or created or received by Business Associate on behalf of Covered Entity, to agents, including a subcontractor, Business Associate shall require the agent or subcontractor to agree to the same restrictions and conditions as apply to Business Associate under this Agreement. Business Associate shall ensure that any agent, including a subcontractor, agrees to implement reasonable and appropriate safeguards to protect the confidentiality, integrity, and availability of the paper or electronic PHI that it creates, receives, maintains, or transmits on behalf of the Covered Entity. Business Associate shall be liable to Covered Entity for any acts, failures or omissions of the agent or subcontractor in providing the services as if they were Business Associate's own acts, failures or omissions, to the extent permitted by law. Business Associate further expressly warrants that its agents or subcontractors will be specifically advised of, and will comply in all respects with, the terms of this Agreement.
7. Individual Rights Regarding Designated Record Sets. If Business Associate maintains a Designated Record Set on behalf of Covered Entity Business Associate agrees as follows:
 - (a) Individual Right to Copy or Inspection. Business Associate agrees that if it maintains a Designated Record Set for Covered Entity that is not maintained by Covered Entity, it will permit an Individual to inspect or copy PHI about the Individual in that set as directed by Covered Entity to meet the requirements of 45 C.F.R. § 164.524. If the PHI is in electronic format, the Individual shall have a right to obtain a copy of such information in electronic format and, if the Individual chooses, to direct that an electronic copy be transmitted directly to an entity or person designated by the individual in accordance with HITECH section 13405 (c). Under the Privacy Rule, Covered Entity is required to take action on such requests as soon as possible, but not later than 30 days following receipt of the request. Business Associate agrees to make reasonable efforts to assist Covered Entity in meeting this deadline. The information shall be provided in the form or format requested if it is readily producible in such form or format; or in summary, if the Individual has agreed in advance to accept the information in summary form. A reasonable, cost-based fee for copying health information may be charged. If Covered Entity maintains the requested records, Covered Entity, rather than Business Associate shall permit access according to its policies and procedures implementing the Privacy Rule.

- (b) Individual Right to Amendment. Business Associate agrees, if it maintains PHI in a Designated Record Set, to make amendments to PHI at the request and direction of Covered Entity pursuant to 45 C.F.R. § 164.526. If Business Associate maintains a record in a Designated Record Set that is not also maintained by Covered Entity, Business Associate agrees that it will accommodate an Individual's request to amend PHI only in conjunction with a determination by Covered Entity that the amendment is appropriate according to 45 C.F.R. § 164.526.
 - (c) Accounting of Disclosures. Business Associate agrees to maintain documentation of the information required to provide an accounting of disclosures of PHI, whether PHI is paper or electronic format, in accordance with 45 C.F.R. § 164.528 and HITECH Sub Title D Title VI Section 13405 (c), and to make this information available to Covered Entity upon Covered Entity's request, in order to allow Covered Entity to respond to an Individual's request for accounting of disclosures. Under the Privacy Rule, Covered Entity is required to take action on such requests as soon as possible but not later than 60 days following receipt of the request. Business Associate agrees to use its best efforts to assist Covered Entity in meeting this deadline but not later than 45 days following receipt of the request. Such accounting must be provided without cost to the individual or Covered Entity if it is the first accounting requested by an individual within any 12 month period; however, a reasonable, cost-based fee may be charged for subsequent accountings if Business Associate informs the individual in advance of the fee and is afforded an opportunity to withdraw or modify the request. Such accounting is limited to disclosures that were made in the six (6) years prior to the request (not including disclosures prior to the compliance date of the Privacy Rule) and shall be provided for as long as Business Associate maintains the PHI.
- 8. Internal Practices, Policies and Procedures. Except as otherwise specified herein, Business Associate shall make available its internal practices, books, records, policies and procedures relating to the use and disclosure of PHI, received from or on behalf of Covered Entity to the Secretary or his or her agents for the purpose of determining Covered Entity's compliance with the HIPAA Rules, or any other health oversight agency, or to Covered Entity. Records requested that are not protected by an applicable legal privilege will be made available in the time and manner specified by Covered Entity or the Secretary.
 - 9. Notice of Privacy Practices. Business Associate shall abide by the limitations of Covered Entity's Notice of which it has knowledge. Any use or disclosure permitted by this Agreement may be amended by changes to Covered Entity's Notice; provided, however, that the amended Notice shall not affect permitted uses and disclosures on which Business Associate relied prior to receiving notice of such amended Notice.

10. Withdrawal of Authorization. If the use or disclosure of PHI in this Agreement is based upon an Individual's specific authorization for the use or disclosure of his or her PHI, and the Individual revokes such authorization, the effective date of such authorization has expired, or such authorization is found to be defective in any manner that renders it invalid, Business Associate shall, if it has notice of such revocation, expiration, or invalidity, cease the use and disclosure of the Individual's PHI except to the extent it has relied on such use or disclosure, or if an exception under the Privacy Rule expressly applies.
11. Knowledge of HIPAA Rules. Business Associate agrees to review and understand the HIPAA Rules as it applies to Business Associate, and to comply with the applicable requirements of the HIPAA Rule, as well as any applicable amendments.
12. Information Incident Notification for PHI. Business Associate will report any successful Incident of which it becomes aware and at the request of the Covered Entity, will identify: the date of the Incident, scope of Incident, Business Associate's response to the Incident, and the identification of the party responsible for causing the Incident.
13. Information Breach Notification for PHI. Business Associate expressly recognizes that Covered Entity has certain reporting and disclosure obligations to the Secretary and the Individual in case of a security breach of unsecured PHI. Where Business Associate accesses, maintains, retains, modifies, records, stores, destroys, or otherwise holds, uses or discloses unsecured paper or electronic PHI, Business Associate immediately following the "discovery" (within the meaning of 45 C.F.R. § 164.410(a)) of a breach of such information, shall notify Covered Entity of such breach. Initial notification of the breach does not need to be in compliance with 45 C.F.R. § 164.404(c); however, Business Associate must provide Covered Entity with all information necessary for Covered Entity to comply with 45 C.F.R. § 164.404(c) without reasonable delay, and in no case later than **three** days following the discovery of the breach. Business Associate shall be liable for the costs associated with such breach if caused by the Business Associate's negligent or willful acts or omissions, or the negligent or willful acts or omissions of Business Associate's agents, officers, employees or subcontractors.
14. Breach Notification to Individuals. Business Associate's duty to notify Covered Entity of any breach does not permit Business Associate to notify those individuals whose PHI has been breached by Business Associate without the express written permission of Covered Entity to do so. Any and all notification to those individuals whose PHI has been breached shall be made by the Business Associate under the direction, review and control of Covered Entity. The Business Associate will notify the Covered Entity via telephone with follow-up in writing to include; name of individuals whose PHI was breached, information breached, date of breach, form of breach, etc. The cost of the notification will be paid by the Business Associate.
15. Information Breach Notification for Other Sensitive Personal Information. In addition to the reporting under Section D.12, Business Associate shall notify

Covered Entity of any breach of computerized Sensitive Personal Information (as determined pursuant to Title 11, subtitle B, chapter 521, Subchapter A, Section 521.053, Texas Business & Commerce Code) to assure Covered Entity's compliance with the notification requirements of Title 11, Subtitle B, Chapter 521, Subchapter A, Section 521.053, Texas Business & Commerce Code. Accordingly, Business Associate shall be liable for all costs associated with any breach caused by Business Associate's negligent or willful acts or omissions, or those negligent or willful acts or omissions of Business Associate's agents, officers, employees or subcontractors.

- E. Permitted Uses and Disclosures by Business Associates. Except as otherwise limited in this Agreement, Business Associate may use or disclose Protected Health Information to perform functions, activities, or services for, or on behalf of, Covered Entity as specified in this Business Associates Agreement or in a Master Services Agreement, provided that such use or disclosure would not violate the HIPAA Rules if done by Covered Entity or the minimum necessary policies and procedures of the Covered Entity. Also, Business Associate may use PHI to report violations of law to appropriate Federal and State authorities, consistent with the HIPAA Rules.
1. Use. Business Associate will not, and will ensure that its directors, officers, employees, contractors and other agents do not, use PHI other than as permitted or required by Business Associate to perform the Services or as required by law, but in no event in any manner that would constitute a violation of the Privacy Standards or Security standards if used by Covered Entity.
 2. Disclosure. Business Associate will not, and will ensure that its directors, officers, employees, contractors, and other agents do not, disclose PHI other than as permitted pursuant to this arrangement or as required by law, but in no event disclose PHI in any manner that would constitute a violation of the Privacy Standards or Security Standards if disclosed by Covered Entity.
 3. Business Associate acknowledges and agrees that Covered Entity owns all right, title, and interest in and to all PHI, and that such right, title, and interest will be vested in Covered Entity. Neither Business Associate nor any of its employees, agents, consultants or assigns will have any rights in any of the PHI, except as expressly set forth above. Business Associate represents, warrants, and covenants that it will not compile and/or distribute analyses to third parties using any PHI without Covered Entity's express written consent.
- F. Application of Security and Privacy Provisions to Business Associate.
1. Security Measures. Sections 164.308, 164.310, 164.312 and 164.316 of Title 45 of the Code of Federal Regulations dealing with the administrative, physical and technical safeguards as well as policies, procedures and documentation requirements that apply to Covered Entity shall in the same manner apply to Business Associate. Any additional security requirements contained in Sub Title D of Title IV of the HITECH Act that apply to Covered Entity shall also apply to Business Associate. Pursuant to

the foregoing requirements in this section, the Business Associate will implement administrative, physical, and technical safeguards that reasonably and appropriately protect the confidentiality, integrity, and availability of the paper or electronic PHI that it creates, has access to, or transmits. Business Associate will also ensure that any agent, including a subcontractor, to whom it provides such information, agrees to implement reasonable and appropriate safeguards to protect such information. Business Associate will ensure that PHI contained in portable devices or removable media is encrypted.

2. Annual Guidance. For the first year beginning after the date of the enactment of the HITECH Act and annually thereafter, the Secretary shall annually issue guidance on the most effective and appropriate technical safeguards for use in carrying out the sections referred to in subsection (a) and the security standards in subpart C of part 164 of title 45, Code of Federal Regulations. Business Associate shall, at their own cost and effort, monitor the issuance of such guidance and comply accordingly.
3. Privacy Provisions. The enhanced HIPAA privacy requirements including but not necessarily limited to accounting for certain PHI disclosures for treatment, restrictions on the sale of PHI, restrictions on marketing and fundraising communications, payment and health care operations contained Subtitle D of the HITECH Act that apply to the Covered entity shall equally apply to the Business Associate.
4. Application of Civil and Criminal Penalties. If Business Associate violates any security or privacy provision specified in subparagraphs (1) and (2) above, sections 1176 and 1177 of the Social Security Act (42 U.S.C. 1320d-5, 1320d-6) shall apply to Business Associate with respect to such violation in the same manner that such sections apply to Covered Entity if it violates such provisions.

G. Term and Termination.

1. Term. This Agreement shall be effective as of the Effective Date and shall be terminated when all PHI provided to Business Associate by Covered Entity, or created or received by Business Associate on behalf of Covered Entity, is destroyed or returned to Covered Entity.
2. Termination for Cause. Upon Covered entity's knowledge of a material breach by Business Associate, Covered Entity shall either:
 - a. Provide an opportunity for Business Associate to cure the breach within 30 days of written notice of such breach or end the violation and terminate this Agreement, whether it is in the form of a stand alone agreement or an addendum to a Master Services Agreement, if Business Associate does not cure the breach or end the violation within the time specified by Covered Entity; or
 - b. Immediately terminate this Agreement whether it is in the form of a stand alone agreement or an addendum to a Master Services Agreement if

Business associate has breached a material term of this Agreement and cure is not possible.

3. Effect of Termination. Upon termination of this Agreement for any reason, Business Associate agrees to return or destroy all PHI received from Covered Entity, or created or received by Business Associate on behalf of Covered Entity, maintained by Business Associate in any form. If Business Associate determines that the return or destruction of PHI is not feasible, Business Associate shall inform Covered Entity in writing of the reason thereof, and shall agree to extend the protections of this Agreement to such PHI and limit further uses and disclosures of the PHI to those purposes that make the return or destruction of the PHI not feasible for so long as Business Associate retains the PHI.

H. Miscellaneous.

1. Indemnification. To the extent permitted by law, Business Associate agrees to indemnify and hold harmless Covered Entity from and against all claims, demands, liabilities, judgments or causes of action of any nature for any relief, elements of recovery or damages recognized by law (including, without limitation, attorney's fees, defense costs, and equitable relief), for any damage or loss incurred by Covered Entity arising out of, resulting from, or attributable to any acts or omissions or other conduct of Business Associate or its agents in connection with the performance of Business Associate's or its agents' duties under this Agreement. This indemnity shall apply even if Covered Entity is alleged to be solely or jointly negligent or otherwise solely or jointly at fault; provided, however, that a trier of fact finds Covered Entity not to be solely or jointly negligent or otherwise solely or jointly at fault. This indemnity shall not be construed to limit Covered Entity's rights, if any, to common law indemnity.

Covered Entity shall have the option, at its sole discretion, to employ attorneys selected by it to defend any such action, the costs and expenses of which shall be the responsibility of Business Associate. Covered Entity shall provide Business Associate with timely notice of the existence of such proceedings and such information, documents and other cooperation as reasonably necessary to assist Business Associate in establishing a defense to such action.

These indemnities shall survive termination of this Agreement, and Covered Entity reserves the right, at its option and expense, to participate in the defense of any suit or proceeding through counsel of its own choosing.

2. Mitigation. If Business Associate violates this Agreement or either of the HIPAA Rules, Business Associate agrees to mitigate any damage caused by such breach.
3. Rights of Proprietary Information. Covered Entity retains any and all rights to the proprietary information, confidential information, and PHI it releases to Business Associate.
4. Survival. The respective rights and obligations of Business Associate under Section E.3 of this Agreement shall survive the termination of this Agreement.

5. Notices. Any notices pertaining to this Agreement shall be given in writing and shall be deemed duly given when personally delivered to a Party or a Party's authorized representative as listed in Section 8.7 of the agreement between the City and Grantee or sent by means of a reputable overnight carrier, or sent by means of certified mail, return receipt requested, postage prepaid. A notice sent by certified mail shall be deemed given on the date of receipt or refusal of receipt.
6. Amendments. This Agreement may not be changed or modified in any manner except by an instrument in writing signed by a duly authorized officer of each of the Parties hereto. The Parties, however, agree to amend this Agreement from time to time as necessary, in order to allow Covered Entity to comply with the requirements of the HIPAA Rules.
7. Choice of Law. This Agreement and the rights and the obligations of the Parties hereunder shall be governed by and construed under the laws of the State of Texas without regard to applicable conflict of laws principles.
8. Assignment of Rights and Delegation of Duties. This Agreement is binding upon and inures to the benefit of the Parties hereto and their respective successors and permitted assigns. However, neither Party may assign any of its rights or delegate any of its obligations under this Agreement without the prior written consent of the other Party, which consent shall not be unreasonably withheld or delayed. Notwithstanding any provisions to the contrary, however, Covered Entity retains the right to assign or delegate any of its rights or obligations hereunder to any of its wholly owned subsidiaries, affiliates or successor companies. Assignments made in violation of this provision are null and void.
9. Nature of Agreement. Nothing in this Agreement shall be construed to create (i) a partnership, joint venture or other joint business relationship between the Parties or any of their affiliates, (ii) any fiduciary duty owed by one Party to another Party or any of its affiliates, or (iii) a relationship of employer and employee between the Parties.
10. No Waiver. Failure or delay on the part of either Party to exercise any right, power, privilege or remedy hereunder shall not constitute a waiver thereof. No provision of this Agreement may be waived by either Party except by a writing signed by an authorized representative of the Party making the waiver.
11. Equitable Relief. Any disclosure of misappropriation of PHI by Business Associate in violation of this Agreement will cause Covered Entity irreparable harm, the amount of which may be difficult to ascertain. Business Associate therefore agrees that Covered Entity shall have the right to apply to a court of competent jurisdiction for specific performance and/or an order restraining and enjoining Business Associate from any such further disclosure or breach, and for such other relief as Covered Entity shall deem appropriate. Such rights are in addition to any other remedies available to Covered Entity at law or in equity. Business Associate expressly waives the defense that a remedy in damages will be adequate, and further waives any requirement in an action for specific performance or injunction for the posting of a bond by Covered Entity.

12. Severability. The provisions of this Agreement shall be severable, and if any provision of this Agreement shall be held or declared to be illegal, invalid or unenforceable, the remainder of this Agreement shall continue in full force and effect as though such illegal, invalid or unenforceable provision had not been contained herein.
13. No Third Party Beneficiaries. Nothing in this Agreement shall be considered or construed as conferring any right or benefit on a person not a party to this Agreement nor imposing any obligations on either Party hereto to persons not a party to this Agreement.
14. Headings. The descriptive headings of the articles, sections, subsections, exhibits and schedules of this Agreement are inserted for convenience only, do not constitute a part of this Agreement and shall not affect in any way the meaning or interpretation of this Agreement.
15. Entire Agreement. This Agreement, together with all Exhibits, Riders and amendments, if applicable, which are fully completed and signed by authorized persons on behalf of both Parties from time to time while this Agreement is in effect, constitutes the entire Agreement between the Parties hereto with respect to the subject matter hereof and supersedes all previous written or oral understandings, agreements, negotiations, commitments, and any other writing and communication by or between the Parties with respect to the subject matter hereof. In the event of any inconsistencies between any provisions of this Agreement in any provisions of the Exhibits, Riders, or amendments, the provisions of this Agreement shall control.
16. Interpretation. Any ambiguity in this Agreement shall be resolved in favor of a meaning that permits Covered Entity to comply with the HIPAA Rules and any applicable state confidentiality laws. The provisions of this Agreement shall prevail over the provisions of any other agreement that exists between the Parties that may conflict with, or appear inconsistent with, any provision of this Agreement or the HIPAA Rules.
17. Regulatory References. A citation in this Agreement to the Code of Federal Regulations shall mean the cited section as that section may be amended from time to time.



Amendment No. 1
to
Contract No. NG150000025
for
Social Services
between
EASTER SEALS - CENTRAL TEXAS, INC.
and the
CITY OF AUSTIN

- 1.0 The City of Austin and the Contractor hereby agree to the contract revisions listed below.
- 2.0 The total amount for this Amendment to the Contract is ***Sixty Thousand One Hundred Sixty Two dollars (\$60,162)***. The total Contract amount is recapped below:

Term	Contract Change Amount	Total Contract Amount
Basic Term: (Sept. 1, 2015 – Sept. 30, 2018)	n/a	\$ 1,002,735
Amendment No. 1: Add funds to Contract and modify Exhibits	\$ 60,162	\$ 1,062,897

- 3.0 The following changes have been made to the original contract EXHIBITS:

Exhibit A.2 -- Program Performance Measures is deleted in its entirety and replaced with a new **Exhibit A.2 -- Program Performance Measures**. [Revised 5/12/2016]

Exhibit B.1 -- Program Budget and Narrative is deleted in its entirety and replaced with a new **Exhibit B.1 -- Program Budget and Narrative**. [Revised 5/12/2016]

- 4.0 The following contract TERMS and CONDITIONS have been revised:

Section 4.1 [Contract Amount]. The Grantee acknowledges and agrees that, notwithstanding any other provision of this Contract, the maximum amount payable by the City under this Contract for the initial thirty-seven (37) month term shall not exceed the amount approved by City Council, which is ***\$1,062,897 (One Million Sixty Two Thousand Eight Hundred Ninety Seven dollars)***, and ***\$354,299 (Three Hundred Fifty Four Thousand Two Hundred Ninety Nine dollars)*** per twelve (12) month extension option, for a total Contract amount of \$2,125,794. Continuation of the Contract beyond the initial thirty-seven (37) months is specifically contingent upon the availability and allocation of funding by City Council.

Section 4.1.2 Payment to the Grantee shall be made in the following increments:

4.1.2.1 For the Program Period of September 1, 2015 through September 30, 2016, the payment from the City to the Grantee shall not exceed **\$354,299 (Three Hundred Fifty Four Thousand Two Hundred Ninety Nine dollars)**;

4.1.2.2 For the Program Period of October 1, 2016 through September 30, 2017, the payment from the City to the Grantee shall not exceed **\$354,299 (Three Hundred Fifty Four Thousand Two Hundred Ninety Nine dollars)**;

4.1.2.3 For the Program Period of October 1, 2017 through September 30, 2018, the payment from the City to the Grantee shall not exceed **\$354,299 (Three Hundred Fifty Four Thousand Two Hundred Ninety Nine dollars)**.

5.0 MBE/WBE goals were not established for this Contract.

6.0 Based on the criteria in the City of Austin Living Wage Resolution #020509-91, the Living Wage requirement does not apply to this Contract.

7.0 By signing this Amendment, the Contractor certifies that the Contractor and its principals are not currently suspended or debarred from doing business with the Federal Government, as indicated by the Exclusion records found at SAM.gov, the State of Texas, or the City of Austin.

8.0 All other Contract terms and conditions remain the same.

BY THE SIGNATURES affixed below, this Amendment is hereby incorporated into and made a part of the above-referenced Contract.

CONTRACTOR

Signature:


EASTER SEALS - CENTRAL TEXAS, INC.
Todd Marvin, President & CEO
8505 Cross Park Drive, Suite 120
Austin, TX 78754

Date:

5/18/16

CITY OF AUSTIN

Signature:


City of Austin
Purchasing Office
PO Box 1088
Austin, TX 78767

Date:

06-06-2016

Program Performance Measures

		<i>Period</i>			<i>Contract Term</i>
		<i>1</i>	<i>2</i>	<i>3</i>	
		<i>Start Date</i>	<i>End Date</i>	<i>Start Date</i>	
		10/1/2015	10/1/2016	10/1/2017	9/1/2015
		9/30/2016	9/30/2017	9/30/2018	9/30/2018

<i>Outputs</i>	<i>ID Output Measure Description</i>	<i>Period</i>			<i>Contract Term **</i>
		<i>1</i>	<i>2*</i>	<i>3*</i>	

1	Total Number of Unduplicated Clients Served	839	839	839	2355

<i>Outcomes</i>	<i>ID Outcome Measure Description</i>	<i>Period</i>			<i>Contract Term **</i>
		<i>1</i>	<i>2*</i>	<i>3*</i>	

	Number of households at risk of homelessness that maintain housing	77	77	77	231
1A	Number of households receiving assistance	85	85	85	255
	Percent of households at risk of homelessness that maintain housing	90.59	90.59	90.59	90.59
	Number of individuals increasing employment income	180	180	180	540
2Aii	Number of individuals exiting the program	225	225	225	675
	Percent of individuals increasing employment income	80	80	80	80
	Number of individuals making progress on their treatment plan goal(s)	1223	1223	1223	3669
3B	Number of individuals evaluated for progress on treatment plan goals(s)	1380	1380	1380	4140
	Percent of individuals making progress toward their treatment plan goals	88.62	88.62	88.62	88.62
	Number of individuals demonstrating improved life skill(s)	138	138	138	414
5B	Number of individuals participating in the activity	166	166	166	498
	Percent of individuals who demonstrate improved life skills	83.13	83.13	83.13	83.13

* Goal Served May Include Carry-Over From Previous Period

** Goal Served Spans Contract Term / May Not Include Carry-Over / Clients Served Must Be < or = Sum of Periods)

Created: 3/31/2015 1:42:00 PM Last Modified, If Applicable: 5/12/2016 1:39:00 PM

Program Budget and Narrative

	<i>1</i>	<i>Period</i> <i>2</i>	<i>3</i>	<i>Contract Start</i> <i>Contract End</i>	<i>9/1/2015</i> <i>9/30/2018</i>
<i>Period Start Date</i>	9/1/2015	10/1/2016	10/1/2017		
<i>Period End Date</i>	9/30/2016	9/30/2017	9/30/2018	Total	
<i>Salary plus Benefits</i>	\$354,299.00	\$354,299.00	\$354,299.00	\$1,062,897.00	
<i>General Operations Expenses</i>	\$0.00	\$0.00	\$0.00	\$0.00	
<i>Program Subcontractors</i>	\$0.00	\$0.00	\$0.00	\$0.00	
<i>Staff Travel</i>	\$0.00	\$0.00	\$0.00	\$0.00	
<i>Conferences</i>	\$0.00	\$0.00	\$0.00	\$0.00	
<i>Operations SubTotal</i>	\$0.00	\$0.00	\$0.00	\$0.00	
<i>Food and Beverages for Clients</i>	\$0.00	\$0.00	\$0.00	\$0.00	
<i>Financial Direct Assistance to Clients</i>	\$0.00	\$0.00	\$0.00	\$0.00	
<i>Other Assistance Amount</i>	\$0.00	\$0.00	\$0.00	\$0.00	
<i>Direct Assistance SubTotal</i>	\$0.00	\$0.00	\$0.00	\$0.00	
<i>Capital Outlay Amount</i>	\$0.00	\$0.00	\$0.00	\$0.00	
Total	\$354,299.00	\$354,299.00	\$354,299.00	\$1,062,897.00	
<i>Total Period Percentage</i>	33.33	33.33	33.33		

Detailed Budget Narrative

Salaries plus Benefits

Partial salaries for the following positions are included: Housing Program Director, Housing Program Manager, Parenting Program Manager, Parenting Bilingual Program Coordinator, Program Director, Employment Program Specialist, Community Program Manager, Community Program Specialist, Community Program Coordinator, ECI Service Coordinator And Audiologist and benefits.

General Op Expenses

Program Subcontractors

Staff Travel

Conferences

Food and Beverage

Financial Assistance

Other Assistance

Capital Outlay



CITY OF AUSTIN, TEXAS
Purchasing Office
REQUEST FOR APPLICATION (RFA)

SOLICITATION NO: EAD0116

DATE ISSUED: 2/24/14

COMMODITY CODE: 95243

**FOR CONTRACTUAL AND TECHNICAL
ISSUES CONTACT THE FOLLOWING
AUTHORIZED CONTACT PERSON:**

Erin D'Vincent

Senior Buyer

Phone: (512) 972-4017

E-Mail: Erin.D'Vincent@austintexas.gov

Questions regarding the RFA shall be sent to
CityHSRFA2014@austintexas.gov

COMMODITY/SERVICE DESCRIPTION: Self Sufficiency Social
Services

**NON-MANDATORY PRE-PROPOSAL CONFERENCE DATE AND
TIME OPTION ONE:** 3/5/14, 2 PM – 4 PM, local time

LOCATION: Rutherford Lane Campus, Building 1 Auditorium
1520 Rutherford Lane, Austin, TX 78754

**NON-MANDATORY PRE-PROPOSAL CONFERENCE DATE AND
TIME OPTION TWO:** 3/19/14, 9 AM – 11 AM, local time

LOCATION: Rutherford Lane Campus, Building 1 Auditorium
1520 Rutherford Lane, Austin, TX 78754

APPLICATION DUE PRIOR TO: 4/24/14, 11 AM, local time

APPLICATION CLOSING TIME AND DATE: 4/24/14, 11 AM, local
time

LOCATION: MUNICIPAL BUILDING, 124 W 8th STREET
RM 308, AUSTIN, TEXAS 78701

All documents shall be submitted the address below:

City of Austin, Purchasing Office
Municipal Building
124 W 8 th Street, Rm 308
Austin, Texas 78701
Reception Phone: (512) 974-2500

Please note, you should have two sealed envelopes with your Offer. All Offers that are not submitted in separate, sealed envelopes or containers will not be considered. Your Offer should consist of a sealed envelope or container with your Threshold Review Checklist and all accompanying documents and a separate sealed envelope or container with your Application and electronic copies.

**SUBMIT 1 ORIGINAL AND 6 ELECTRONIC COPIES OF YOUR RESPONSE ON A CD OR
FLASH DRIVE**

*****SIGNATURE FOR SUBMITTAL REQUIRED ON PAGE 3 OF THIS DOCUMENT*****

This solicitation is comprised of the following required sections. Please ensure to carefully read each section including those incorporated by reference. By signing this document, you are agreeing to all the items contained herein and will be bound to all terms.

SECTION NO.	TITLE	PAGES
0100	STANDARD PURCHASE DEFINITIONS	*
0200	STANDARD SOLICITATION INSTRUCTIONS	*
0300	STANDARD PURCHASE TERMS AND CONDITIONS	*
0400	SUPPLEMENTAL PURCHASE PROVISIONS	5
0500	SCOPE OF WORK	10
0600	PROPOSAL PREPARATION INSTRUCTIONS & EVALUATION FACTORS	14
0605	LOCAL BUSINESS PRESENCE IDENTIFICATION FORM – Complete and return	1
0610	APPLICATION THRESHOLD CHECKLIST	1
0615	CONNECTION TO THE GOALS AND CATEGORIES	1
0620	CLIENT ELIGIBILITY REQUIREMENTS	4
0625	HOMELESS HOUSING HABILITY STANDARDS	1
0630	HOMELESS MANAGEMENT INFORMATION SYSTEMS	1
0635	DEFINING EVIDENCE GUIDLINE	1
0640	PROGRAM PERFORMANCE MEASURES AND GOALS	1
0645	PROGRAM STAFF POSITIONS AND TIME	1
0650	PROGRAM BUDGET AND NARRATIVE	4
0655	PROGRAM FUNDING SUMMARY	1
0800	NON-DISCRIMINATION CERTIFICATION	*
0805	NON-SUSPENSION OR DEBARMENT CERTIFICATION	*
0810	NON-COLLUSION, NON-CONFLICT OF INTEREST, AND ANTI-LOBBYING CERTIFICATION	*
0835	NONRESIDENT BIDDER PROVISIONS – Complete and return	1

*** Documents are hereby incorporated into this Solicitation by reference, with the same force and effect as if they were incorporated in full text. The full text versions of these Sections are available, on the Internet at the following online address:**

http://www.austintexas.gov/financeonline/vendor_connection/index.cfm#STANDARDBIDDOCUMENTS

If you do not have access to the Internet, you may obtain a copy of these Sections from the City of Austin Purchasing Office located in the Municipal Building, 124 West 8th Street, Room #308 Austin, Texas 78701; phone (512) 974-2500. Please have the Solicitation number available so that the staff can select the proper documents. These documents can be mailed, expressed mailed, or faxed to you.

I agree to abide by the City's MBE/WBE Procurement Program Ordinance and Rules. In cases where the City has established that there are no M/WBE subcontracting goals for a solicitation, I agree that by submitting this offer my firm is completing all the work for the project and not subcontracting any portion. If any service is needed to perform the contract that my firm does not perform with its own workforce or supplies, I agree to contact the Small and Minority Business Resources Department (SMBR) at (512) 974-7600 to obtain a list of MBE and WBE firms available to perform the service and am including the completed No Goals Utilization Plan with my submittal. This form can be found Under the Standard Bid Document Tab on the Vendor Connection Website:

http://www.austintexas.gov/financeonline/vendor_connection/index.cfm#STANDARDBIDDOCUMENTS

If I am awarded the contract I agree to continue complying with the City's MBE/WBE Procurement Program Ordinance and Rules including contacting SMBR if any subcontracting is later identified.

The undersigned, by his/her signature, represents that he/she is submitting a binding offer and is authorized to bind the respondent to fully comply with the solicitation document contained herein. The Respondent, by submitting and signing below, acknowledges that he/she has received and read the entire document packet sections defined above including all documents incorporated by reference, and agrees to be bound by the terms therein.

Company Name: Easter Seals Central Texas

Federal Tax ID No.: [REDACTED]

Printed Name of Officer or Authorized Representative: Tod Marvin

Title: President & CEO

Signature of Officer or Authorized Representative: 

E-Mail Address: tmarvin@eastersealstx.org

Phone Number: 512-615-6801

*** Application response must be submitted with this Offer sheet to be considered for award**



**CONTRACT BETWEEN
THE CITY OF AUSTIN
AND
EASTER SEALS - CENTRAL TEXAS, INC.
FOR
SOCIAL SERVICES**

CONTRACT NO. NG150000025

CONTRACT AMOUNT: \$1,002,735

This Contract is made by and between the City of Austin ("the City") acting by and through its Health and Human Services Department ("HHSD"), a home-rule municipality incorporated by the State of Texas, and Easter Seals - Central Texas, Inc. ("Contractor"), a Texas non-profit corporation, having offices at 1611 Headway Circle, Bldg. 2, Austin, TX 78754.

SECTION 1. GRANT OF AUTHORITY, SERVICES AND DUTIES

1.1 **Engagement of the Contractor.** Subject to the general supervision and control of the City and subject to the provisions of the Terms and Conditions contained herein, the Contractor is engaged to provide the services set forth in the attached Contract Exhibits.

1.2 **Responsibilities of the Contractor.** The Contractor shall provide all technical and professional expertise, knowledge, management, and other resources required for accomplishing all aspects of the tasks and associated activities identified in the Contract Exhibits. The Contractor shall assure that all Contract provisions are met by the Subcontractor.

1.3 **Responsibilities of the City.** The City's Contract Manager will be responsible for exercising general oversight of the Contractor's activities in completing the Program Work Statement. Specifically, the Contract Manager will represent the City's interests in resolving day-to-day issues that may arise during the term of this Contract, shall participate regularly in conference calls or meetings for status reporting, shall promptly review any written reports submitted by the Contractor, and shall approve all requests for payment, as appropriate. The City's Contract Manager shall give the Contractor timely feedback on the acceptability of progress and task reports. The Contract Manager's oversight of the Contractor's activities shall be for the City's benefit and shall not imply or create any partnership or joint venture as between the City and the Contractor.

1.4 **Designation of Key Personnel.** The City's Contract Manager for this Contract, to the extent stated in the preceding section 1.3, shall be responsible for oversight and monitoring of Contractor's performance under this Contract as needed to represent the City's interest in the Contractor's performance.

1.4.1 The City's Contract Manager, Edna Staniszewski or designee:

- may meet with Contractor to discuss any operational issues or the status of the services or work to be performed; and

- shall promptly review all written reports submitted by Contractor, determine whether the reports comply with the terms of this Contract, and give Contractor timely feedback on the adequacy of progress and task reports or necessary additional information.

1.4.2 Contractor's Contract Manager, Tod Marvin, President & CEO, or designee, shall represent the Contractor with regard to performance of this Contract and shall be the designated point of contact for the City's Contract Manager.

1.4.3 If either party replaces its Contract Manager, that party shall promptly send written notice of the change to the other party. The notice shall identify a qualified and competent replacement and provide contact information.

SECTION 2. TERM

2.1 **Term of Contract.** The Contract shall be in effect for a term of thirty seven (37) months beginning September 1, 2015 and ending September 30, 2018, and may be extended thereafter for up to three (3) additional twelve (12) month periods, subject to the approval of the Contractor and the City Purchasing Officer or their designee.

2.1.1 Upon expiration of the initial term or period of extension, the Contractor agrees to hold over under the terms and conditions of this Contract for such a period of time as is reasonably necessary to re-solicit and/or complete the project (not to exceed 120 calendar days unless mutually agreed upon in writing).

SECTION 3. PROGRAM WORK STATEMENT

3.1 **Contractor's Obligations.** The Contractor shall fully and timely provide all services described in the attached Contract Exhibits in strict accordance with the terms, covenants, and conditions of the Contract and all applicable Federal, State, and local laws, rules, and regulations.

SECTION 4. COMPENSATION AND REPORTING

4.1 **Contract Amount.** The Contractor acknowledges and agrees that, notwithstanding any other provision of this Contract, the maximum amount payable by the City under this Contract for the initial thirty seven (37) month term shall not exceed the amount approved by City Council, which is **\$1,002,735 (One Million Two Thousand Seven Hundred Thirty Five dollars)**, and **\$334,245 (Three Hundred Thirty Four Thousand Two Hundred Forty Five dollars)** per twelve (12) month extension option, for a total Contract amount of \$2,005,470. Continuation of the Contract beyond the initial thirty seven (37) months is specifically contingent upon the availability and allocation of funding by City Council.

4.1.1 The Contractor shall expend City funds according to the approved budget categories described in Exhibit B.1, Program Budget and Narrative.

4.1.1.1 **Budget Revision:** The Contractor may make transfers between or among budget categories with the City Contract Manager's prior approval, provided that:

- i. The cumulative amount of the transfers between direct budget categories (Personnel, Operating Expenses, Direct Assistance and/or Equipment/Capital Outlay) is not more than 10% of the program period total –or– \$50,000, whichever is less;
- ii. the transfer will not increase or decrease the total monetary obligation of the City under this Contract; and
- iii. the transfers will not change the nature, performance level, or scope of the program funded under this Contract.

4.1.1.2 Transfers between or among budget categories in excess of 10% will require the City Contract Manager's approval, and must meet all of the conditions outlined in Section 4.1.1.1 (ii) and (iii) above.

- i. The CONTRACTOR must submit a Budget Revision Form to the City **prior** to the submission of the CONTRACTOR'S first monthly billing to the City following the transfer.

4.1.2 Payment to the Contractor shall be made in the following increments:

4.1.2.1 For the Program Period of September 1, 2015 through September 30, 2016, the payment from the City to the Contractor shall not exceed \$334,245 (*Three Hundred Thirty Four Thousand Two Hundred Forty Five dollars*);

4.1.2.2 For the Program Period of October 1, 2016 through September 30, 2017, the payment from the City to the Contractor shall not exceed \$334,245 (*Three Hundred Thirty Four Thousand Two Hundred Forty Five dollars*);

4.1.2.3 For the Program Period of October 1, 2017 through September 30, 2018, the payment from the City to the Contractor shall not exceed \$334,245 (*Three Hundred Thirty Four Thousand Two Hundred Forty Five dollars*).

4.2 **Requests for Payment.**

Payment to the Contractor shall be due thirty (30) calendar days following receipt by the City of Contractor's fully and accurately completed "Payment Request" and "Monthly Expenditure Report", using forms at <http://www.ckodm.com/austin/>. The payment request and expenditure report must be submitted to the City no later than 5:00 p.m. Central Time fifteen (15) calendar days following the end of the month covered by the request and expenditure report. **If the fifteenth (15th) calendar day falls on a weekend or holiday, as outlined in Section 8.24, the deadline to submit the payment request and expenditure report is extended to no later than 5:00 p.m. Central Time of the first (1st) weekday immediately following the weekend or holiday.** Contractor must provide the City with supporting documentation for each monthly Payment Request which includes, but not limited to, a report of City contract expenditures generated from the Contractor's financial management system. Examples of appropriate supporting documentation **MAY** include, but are not limited to:

- General Ledger Detail report from the contractor's financial management system
- Profit & Loss Detail report from the contractor's financial management system
- Check ledger from the contractor's financial management system
- Payroll reports and summaries, including salary allocation reports and signed timesheets
- Receipts and invoices
- Copies of checks and bank statements showing transactions as cleared

The City retains right of final approval of any supporting documentation submitted before a Payment Request is approved for processing. Failure to provide supporting documentation acceptable to the City may result in delay or rejection of the Payment Request. The City reserves the right to modify the required supporting documentation, as needed.

4.2.1 Unless otherwise expressly authorized in the Contract, the Contractor shall pass through all Subcontract and other authorized expenses at actual cost without markup.

4.2.2 Federal excise taxes, State taxes, or City sales taxes must not be included in the invoiced amount. The City will furnish a tax exemption certificate upon request.

4.3 **Payment.**

4.3.1 All requests for payment received by the City will be paid within thirty (30) calendar days of the City's receipt of the deliverables or of the invoice, whichever is later. Requests for payment received without all required information cannot be processed and will be returned to the Contractor.

4.3.2 If payment is not timely made, (per this paragraph), interest shall accrue on the unpaid balance at the lesser of the rate specified in Texas Government Code Section 2251.025 or the maximum lawful rate; except, if payment is not timely made for a reason for which the City may withhold payment hereunder, interest shall not accrue until ten (10) calendar days after the grounds for withholding payment have been resolved.

4.3.3 The City may withhold or set off the entire payment or part of any payment otherwise due the Contractor to such extent as may be necessary on account of;

4.3.3.1 delivery of unsatisfactory services by the Contractor;

4.3.3.2 third party claims, which are not covered by the insurance which the Contractor is required to provide, are filed or reasonable evidence indicating probable filing of such claims;

4.3.3.3 failure of the Contractor to pay Subcontractors, or for labor, materials or equipment,

4.3.3.4 damage to the property of the City or the City's agents, employees or contractors, which is not covered by insurance required to be provided by the Contractor;

4.3.3.5 reasonable evidence that the Contractor's obligations will not be completed within the time specified in the Contract, and that the unpaid balance would not be adequate to cover actual or liquidated damages for the anticipated delay;

4.3.3.6 failure of the Contractor to submit proper payment requests and expenditure reports with all required attachments and supporting documentation;

4.3.3.7 failure of the Contractor to comply with any material provision of the Contract; or

4.3.4 Notice is hereby given of Article VIII, Section 1 of the Austin City Charter which prohibits the payment of any money to any person, firm or corporation who is in arrears to the City for taxes, and of §2-8-3 of the Austin City Code concerning the right of the City to offset indebtedness owed the City. Payment will be made by check unless the parties mutually agree to payment by electronic transfer of funds.

4.4 **Non-Appropriation.** The awarding or continuation of this Contract is dependent upon the availability of funding. The City's payment obligations are payable only and solely from funds appropriated and available for this Contract. The absence of appropriated or other lawfully available funds shall render the Contract null and void to the extent funds are not appropriated or available and any deliverables delivered but unpaid shall be returned to the Contractor. The City shall provide the Contractor written notice of the failure of the City to make an adequate appropriation for any fiscal year to pay the amounts due under the Contract, or the reduction of any appropriation to an amount insufficient to permit the City to pay its obligations under the Contract. In the event of non- or inadequate appropriation of funds, there will be no penalty nor removal fees charged to the City.

4.5 **Travel Expenses.** All approved travel, lodging, and per diem expenses in connection with the Contract for which reimbursement may be claimed by the Contractor under the terms of the Contract will be reviewed against the City's Travel Policy and the current United States General Services Administration Domestic Per Diem Rates (the "Rates") as published and maintained on the Internet at: <http://www.gsa.gov/portal/category/21287>

No amounts in excess of the Travel Policy or Rates shall be paid. No reimbursement will be made for expenses not actually incurred. Airline fares in excess of coach or economy will not be reimbursed. Mileage charges may not exceed the amount permitted as a deduction in any year under the Internal Revenue Code or Regulation.

4.6 **Final Payment and Close-Out.**

4.6.1 The making and acceptance of final payment will constitute:

4.6.1.1 a waiver of all claims by the City against the Contractor, except claims (1) which have been previously asserted in writing and not yet settled, (2) arising from defective work appearing after final inspection, (3) arising from failure of the Contractor to comply with the Contract or the terms of any warranty specified herein, regardless of when the cause for a claim is discovered (4) arising from the Contractor's continuing obligations under the Contract, including but not limited to indemnity and warranty obligations, or (5) arising under the City's right to audit; and

4.6.1.2 a waiver of all claims by the Contractor against the City other than those previously asserted in writing and not yet settled.

4.7 **Financial Terms.**

4.7.1 The City agrees to pay Contractor for services rendered under this Contract and to reimburse Contractor for actual, eligible expenses incurred and billed in accordance with all terms

and conditions of this Contract. The City shall not be liable to Contractor for any costs incurred by Contractor which are not reimbursable as set forth in Section 4.8.

4.7.2 The City's obligation to pay is subject to the timely receipt of complete and accurate reports as set forth in Section 4.9 and any other deliverable required under this Contract.

4.7.3 Payments to the Contractor will immediately be suspended upon the occasion of any late, incomplete, or inaccurate report, audit, or other required report or deliverable under this Contract, and payments will not be resumed until the Contractor is in full compliance.

4.7.4 The City shall not be liable to Contractor for any costs which have been paid under other agreements or from other funds. In addition, the City shall not be liable for any costs incurred by Contractor which were: a) incurred prior to the effective date of this Contract, or b) not billed to the City within sixty (60) calendar days following termination date of this Contract.

4.7.5 Contractor agrees to refund to the City any funds paid under this Contract which the City determines have resulted in overpayment to Contractor or which the City determines have not been spent by Contractor in accordance with the terms of this Contract. Refunds shall be made by Contractor within thirty (30) calendar days after a written refund request is submitted by the City. The City may, at its discretion, offset refunds due from any payment due Contractor, and the City may also deduct any loss, cost, or expense caused by Contractor from funds otherwise due.

4.7.6 Contractor shall deposit and maintain all funds received under this Contract in either a separate numbered bank account or a general operating account, either of which shall be supported with the maintenance of a separate accounting with a specific chart which reflects specific revenues and expenditures for the monies received under this Contract. The Contractor's accounting system must identify the specific expenditures, or portions of expenditures, against which funds under this Contract are disbursed.

4.7.7 Contractor is required to utilize an online contract management system for billing and reporting in accordance with the City's guidelines, policies, and procedures. Contractor is responsible for all data entered/edited under its unique username, as well as all required but omitted data.

4.7.8 Contractor shall expend the City budget in a reasonable manner in relation to contract time elapsed and/or contract program service delivery schedule. If cumulative expenditures are not within acceptable amounts, the City may require the Contractor to: 1) submit an expenditure plan, and/or 2) amend the contract budget amount to reflect projected expenditures, as determined by the City.

4.8 Allowable and Unallowable Costs.

The City shall make the final determination of whether a cost is allowable or unallowable under this Contract.

4.8.1 Reimbursement Only. Expenses and/or expenditures shall be considered reimbursable only if incurred during the current Program Period identified in Section 4.1.2, directly and specifically in the performance of this Contract, and in conformance with the Contract Exhibits. Contractor agrees that, unless otherwise specifically provided for in this Contract, payment by the City under the terms of this Contract is made on a reimbursement basis only; Contractor must have incurred and paid costs prior to those costs being invoiced and considered allowable under this Contract and subject to payment by the City.

4.8.2 To be allowable under this Contract, a cost must meet all of the following general criteria:

1. Be reasonable for the performance of the activity under the Contract.
2. Conform to any limitations or exclusions set forth in this Contract.
3. Be consistent with policies and procedures that apply uniformly to both government-financed and other activities of the organization.
4. Be determined and accounted in accordance with generally accepted accounting principles (GAAP).

5. Be adequately documented.

4.8.3 The City's prior written authorization is required in order for the following to be considered allowable costs. Inclusion in the budget within this Contract constitutes "written authorization". The item shall be specifically identified in the budget.

1. Alteration, construction, or relocation of facilities
2. Depreciation.
3. Equipment and other capital expenditures.
4. Interest, other than mortgage interest as part of a pre-approved budget under this Contract
5. Organization costs (costs in connection with the establishment or reorganization of an organization)
6. Public relations costs, except reasonable, pre-approved advertising costs related directly to services provided under this Contract
7. Purchases of tangible, nonexpendable property, including fax machines, stereo systems, cameras, video recorder/players, microcomputers, software, printers, microscopes, oscilloscopes, centrifuges, balances and incubator, or any other item having a useful life of more than one year and an acquisition cost, including freight, of over five thousand dollars (\$5,000)
8. Selling and marketing
9. Travel/training outside Travis County

4.8.4 The following types of expenses are specifically **not allowable** with City funds under this Contract:

1. Alcoholic beverages
2. Bad debts
3. Compensation of trustees, directors, officers, or advisory board members, other than those acting in an executive capacity
4. Contingency provisions (funds). (Self-insurance reserves and pension funds are allowable.)
5. Defense and prosecution of criminal and civil proceedings, claims, appeals and patent infringement
6. Deferred costs
7. Donations and contributions including donated goods or space
8. Entertainment costs
9. Fines and penalties (including late fees)
10. Fundraising and development costs
11. Goods or services for officers' or employees' personal use
12. Housing and personal living expenses for organization's officers or employees
13. Idle facilities and idle capacity
14. Litigation-related expenses (including personnel costs) in action(s) naming the City as a Defendant
15. Lobbying or other expenses related to political activity
16. Losses on other agreements or contracts or casualty losses
17. Taxes, other than payroll and other personnel-related levies

4.9 **Reports.**

4.9.1 Contractor must submit a fully and accurately completed "Payment Request" and "Monthly Expenditure Report" to the City's Contract Manager using the forms shown at <http://www.ckodm.com/austin/> by the deadline outlined in section 4.2. Contractor must provide complete and accurate supporting documentation. Upon receipt and approval by the City of each complete and accurate Payment Request and Monthly Expenditure Report, the City shall process payment to the Contractor of an amount equal to the City's payment obligations, subject to deduction for any unallowable costs.

4.9.2 Contractor shall submit a quarterly performance report using the format and method specified by the City no later than fifteen (15) calendar days following each calendar quarter. If the fifteenth (15th) calendar day falls on a weekend or holiday, as outlined in Section 8.24, the deadline to submit the quarterly performance report is extended to no later than 5:00 p.m. Central Time of the first (1st) weekday immediately following the weekend or holiday. Contractor shall provide complete and accurate supporting documentation upon request by City. Payment Requests will not be approved if any accurate and complete performance report, including any required documentation, is past due. Performance reports on a frequency other than quarterly may be required by the City based upon business needs.

4.9.3 An annual Contract Progress Report, using the forms shown at <http://www.ckodm.com/austin/>, shall be completed by the Contractor and submitted to the City within sixty (60) calendar days following the end of each Program Period identified in section 4.1.2.

4.9.4 A Contract Closeout Summary report using the forms shown at <http://www.ckodm.com/austin/> shall be completed by the Contractor and submitted to the City within sixty (60) calendar days following the expiration or termination of this Contract. Any encumbrances of funds incurred prior to the date of termination of this Contract shall be subject to verification by the City. Upon termination of this Contract, any unused funds, unobligated funds, rebates, credits, or interest earned on funds received under this Contract shall be returned to the City.

4.9.5 Contractor shall provide the City with a copy of the completed Administrative and Fiscal Review (AFR) using the forms shown at <http://www.ckodm.com/austin/>, and required AFR Attachments, including a copy of the Contractor's completed Internal Revenue Service Form 990 or 990EZ (Return of Organization Exempt from Income Tax) if applicable, for each calendar year no later than May 31st of each year. If Contractor filed a Form 990 or Form 990EZ extension request, Contractor shall provide the City with a copy of that application of extension of time to file (IRS Form 2758) within thirty (30) days of filing said form(s), and a copy of the final IRS Form 990 document(s) immediately upon completion.

4.9.6 Contractor shall provide other reports required by the City to document the effective and appropriate delivery of services as outlined under this Contract as required by the City.

- 4.10 **Contractor Policies and Procedures.** Contractor shall maintain written policies and procedures approved by its governing body and shall make copies of all policies and procedures available to the City upon request. At a minimum, written policies shall exist in the following areas: Financial Management; Subcontracting and/or Procurement; Equal Employment Opportunity; Personnel and Personnel Grievance; Nepotism; Non-Discrimination of Clients; Client Grievance; Drug Free Workplace; the Americans With Disabilities Act; and Criminal Background Checks.

4.11 **Monitoring and Evaluation.**

4.11.1 Contractor agrees that the City or its designee may carry out monitoring and evaluation activities to ensure adherence by the Contractor and Subcontractors to the Program Work Statement, Program Performance Measures, and Program Budget, as well as other provisions of this Contract. Contractor shall fully cooperate in any monitoring or review by the City and further agrees to designate a staff member to coordinate monitoring and evaluation activities.

4.11.2 The City expressly reserves the right to monitor client-level data related to services provided under this contract. If the Contractor asserts that client-level data is legally protected from disclosure to the City, a specific and valid legal reference to this assertion must be provided.

4.11.3 Contractor shall provide the City with copies of all evaluation or monitoring reports received from other funding sources during the Contract Term within twenty (20) working days following the receipt of the final report.

4.11.4 Contractor shall keep on file copies of all notices of Board of Directors meetings, Subcommittee or Advisory Board meetings, and copies of approved minutes of those meetings.

4.12 Financial Audit of Contractor.

4.12.1 In the event Contractor expends \$750,000 or more in a year in federal awards, Contractor shall have a single or program specific audit conducted in accordance with Chapter 200, Subpart F, of Title 2 of the Code of Federal Regulations as required by the Single Audit Act of 1984, as amended (Single Audit Act), and shall submit to the City a complete set of audited financial statements and the auditor's opinion and management letters in accordance with Chapter 200, Subpart F, of Title 2 of the Code of Federal Regulations and any guidance issued by the federal Office of Management and Budget covering Contractor's fiscal year until the end of the term of this Contract.

4.12.2 If Contractor is not subject to the Single Audit Act, and expends seven hundred fifty thousand dollars (\$750,000) or more during the Contractor's fiscal year, then Contractor shall have a full financial audit performed. If less than seven hundred fifty thousand dollars (\$750,000) is expended, then a financial review is acceptable, pursuant to the requirements of this Contract.

4.12.3 Contractor shall contract with an independent auditor utilizing a Letter of Engagement. The auditor must be a Certified Public Accountant recognized by the regulatory authority of the State of Texas.

4.12.4 Contractor must submit one (1) Board-approved, bound hard copy of a complete financial audit report or financial review, to include the original auditor opinion, within one hundred eighty (180) calendar days of the end of Contractor's fiscal year, unless alternative arrangements are approved in writing by the City. The financial audit report/financial review must include the Management Letter if one was issued by the auditor. Contractor may not submit electronic copies of financial audit reports/financial reviews to the City. Financial audit reports/financial reviews must be provided in hard copy, and either mailed or hand-delivered to the City.

4.12.5 The City will contact the independent auditor to verify:

- i. That the auditor completed the financial audit report/financial review received from the Contractor;
- ii. That the auditor presented the financial audit report/financial review to the Contractor's Board of Directors or a committee of the Board, and;
- iii. The date the financial audit report/financial review was presented to the Contractor's Board of Directors or a committee of the Board.

4.12.6 The City will contact the Board Chair to verify that the auditor presented the financial audit report/financial review to the Contractor's Board of Directors or a committee of the Board.

- i. Contractor's Board Chair must submit a signed and dated copy of the HHSD Board Certification form to the City as verification.
- ii. In lieu of the Board Certification form, Contractor must submit a signed and copy of the approved Board meeting minutes to the City, indicating the following:
 - a) The Board of Directors, or a committee of the Board, has met with the independent auditor;
 - b) The Board of Directors has authorized and accepted the financial audit report/financial review.

A signed and dated copy of the HHSD Board Certification form, or approved and signed Board minutes reflecting acceptance of the financial audit report/financial review will be due to the City within forty-five (45) days after the audit is due to the City. Board minutes regarding approval of the Contractor's financial audit report/financial review will be verified with the Contractor's Board Chair. The City will deem the financial audit report/financial review incomplete if Contractor fails to submit either the Board Certification form or the Board minutes as required by this section 4.12.6.

4.12.7 The inclusion of any Findings or a Going Concern Uncertainty, as defined by Chapter 200, Subpart F, of Title 2 of the Code of Federal Regulations and Generally Accepted Auditing Standards (GAAS), in a Contractor's audit requires the creation and submission to the City of a corrective action plan formally approved by the Contractor's governing board. The plan must be submitted to the City within 60 days after the audit is due to the City. Failure to submit an adequate plan to the City may result in the immediate suspension of funding. If adequate improvement related to the audit findings is not documented within a reasonable period of time, the City may provide additional technical assistance, refer the Agreement to the City Auditor for analysis, or move to terminate the Agreement as specified in Section 5 of the Agreement.

4.12.8 The expiration or termination of this Contract shall in no way relieve the Contractor of the audit requirement set forth in this Section.

4.12.9 Right To Audit By Office of City Auditor.

4.12.9.1 Contractor agrees that the representatives of the Office of the City Auditor, or other authorized representatives of the City, shall have access to, and the right to audit, examine, and copy any and all records of the Contractor related to the performance under this Agreement during normal business hours (Monday – Friday, 8 am – 5 pm). In addition to any other rights of termination or suspension set forth herein, the City shall have the right to immediately suspend the Agreement, upon written notice to Contractor, if Contractor fails to cooperate with this audit provision. The Contractor shall retain all such records for a period of five (5) years after the expiration or early termination of this Agreement or until all audit and litigation matters that the City has brought to the attention of the Contractor are resolved, whichever is longer. The Contractor agrees to refund to the City any overpayments disclosed by any such audit.

4.12.9.2 Contractor shall include this audit requirements in any subcontracts entered into in connection with this Agreement.

4.13 Ownership of Property.

4.13.1 Ownership title to all capital acquisition, supplies, materials or any other property purchased with funds received under this Contract and in accordance with the provisions of the Contract, is vested with the City and such property shall, upon termination of the Contract, be delivered to the City upon request.

4.13.2 Written notification must be given to the City within five (5) calendar days of delivery of nonexpendable property (defined as anything that has a life or utility of more than one (1) year and an acquisition cost, including freight, of over five thousand dollars (\$5,000)) in order for the City to effect identification and recording for inventory purposes. Contractor shall maintain adequate accountability and control over such property, maintain adequate property records, perform an annual physical inventory of all such property, and report this information in the annual Contract Progress Report, due sixty (60) days after the end of each Program Period, as well as in the Closeout Summary Report, due sixty (60) days after the end of the Contract Term.

4.13.3 In the event Contractor's services are retained under a subsequent agreement, and should Contractor satisfactorily perform its obligations under this Contract, Contractor shall be able to retain possession of non-expendable property purchased under this Contract for the duration of the subsequent agreement.

4.13.4 Property purchased with City funds shall convey to Contractor two (2) years after purchase, unless notified by the City in writing.

SECTION 5. TERMINATION

- 5.1 **Right To Assurance.** Whenever one party to the Contract in good faith has reason to question the other party's intent to perform, demand may be made to the other party for written assurance of the intent to perform. In the event that no assurance is given within the time specified after demand is made, the demanding party may treat this failure as an anticipatory repudiation of the Contract.
- 5.2 **Default.** The Contractor shall be in default under the Contract if the Contractor (a) fails to fully, timely and faithfully perform any of its material obligations under the Contract, (b) fails to provide adequate assurance of performance under the "Right to Assurance paragraph herein, (c) becomes insolvent or seeks relief under the bankruptcy laws of the United States or (d) makes a material misrepresentation in Contractor's Offer, or in any report or deliverable required to be submitted by Contractor to the City.
- 5.3 **Termination For Cause.** In the event of a default by the Contractor, the City shall have the right to terminate the Contract for cause, by written notice effective ten (10) calendar days, unless otherwise specified, after the date of such notice, unless the Contractor, within such ten (10) day period, cures such default, or provides evidence sufficient to prove to the City's reasonable satisfaction that such default does not, in fact, exist. The City may place Contractor on probation for a specified period of time within which the Contractor must correct any non-compliance issues. Probation shall not normally be for a period of more than nine (9) months, however, it may be for a longer period, not to exceed one (1) year depending on the circumstances. If the City determines the Contractor has failed to perform satisfactorily during the probation period, the City may proceed with suspension. In the event of a default by the Contractor, the City may suspend or debar the Contractor in accordance with the "City of Austin Purchasing Office Probation, Suspension and Debarment Rules for Vendors" and remove the Contractor from the City's vendor list for up to five (5) years and any Offer submitted by the Contractor may be disqualified for up to five (5) years. In addition to any other remedy available under law or in equity, the City shall be entitled to recover all actual damages, costs, losses and expenses, incurred by the City as a result of the Contractor's default, including, without limitation, cost of cover, reasonable attorneys' fees, court costs, and prejudgment and post-judgment interest at the maximum lawful rate. All rights and remedies under the Contract are cumulative and are not exclusive of any other right or remedy provided by law.
- 5.4 **Termination Without Cause.** The City shall have the right to terminate the Contract, in whole or in part, without cause any time upon thirty (30) calendar days prior written notice. Upon receipt of a notice of termination, the Contractor shall promptly cease all further work pursuant to the Contract, with such exceptions, if any, specified in the notice of termination. The City shall pay the Contractor, to the extent of funds appropriated or otherwise legally available for such purposes, for all goods delivered and services performed and obligations incurred prior to the date of termination in accordance with the terms hereof.
- 5.5 **Fraud.** Fraudulent statements by the Contractor on any Offer or in any report or deliverable required to be submitted by the Contractor to the City shall be grounds for the termination of the Contract for cause by the City and may result in legal action.

SECTION 6. OTHER DELIVERABLES

- 6.1 **Insurance.** The following insurance requirements apply.

6.1.1 General Requirements

6.1.1.1 The Contractor shall at a minimum carry insurance in the types and amounts indicated herein for the duration of the Contract and during any warranty period.

6.1.1.2 The Contractor shall provide a Certificate of Insurance as verification of coverages required below to the City at the below address prior to contract execution and within fourteen (14) calendar days after written request from the City.

6.1.1.3 The Contractor must also forward a Certificate of Insurance to the City whenever a previously identified policy period has expired, or an extension option or holdover period is exercised, as verification of continuing coverage.

6.1.1.4 The Contractor shall not commence work until the required insurance is obtained and has been reviewed by the City. Approval of insurance by the City shall not relieve or decrease the liability of the Contractor hereunder and shall not be construed to be a limitation of liability on the part of the Contractor.

6.1.1.5 The Contractor must maintain and make available to the City, upon request, certificates of insurance for all Subcontractors.

6.1.1.6 The Contractor's and all subcontractors' insurance coverage shall be written by companies licensed to do business in the State of Texas at the time the policies are issued and shall be written by companies with A.M. Best ratings of B+VII or better. The City will accept workers' compensation coverage written by the Texas Workers' Compensation Insurance Fund.

6.1.1.7 All endorsements naming the City as additional insured, waivers, and notices of cancellation endorsements as well as the Certificate of Insurance shall contain the Contractor's email address, and shall be mailed to the following address:

City of Austin
Health and Human Services Department
ATTN: Community Based Resources
P. O. Box 1088
Austin, Texas 78767

6.1.1.8 The "other" insurance clause shall not apply to the City where the City is an additional insured shown on any policy. It is intended that policies required in the Contract, covering both the City and the Contractor, shall be considered primary coverage as applicable.

6.1.1.9 If insurance policies are not written for amounts specified, the Contractor shall carry Umbrella or Excess Liability Insurance for any differences in amounts specified. If Excess Liability Insurance is provided, it shall follow the form of the primary coverage.

6.1.1.10 The City shall be entitled, upon request, at an agreed upon location, and without expense, to review certified copies of policies and endorsements thereto and may make any reasonable requests for deletion or revision or modification of particular policy terms, conditions, limitations, or exclusions except where policy provisions are established by law or regulations binding upon either of the parties hereto or the underwriter on any such policies.

6.1.1.11 The City reserves the right to review the insurance requirements set forth during the effective period of the Contract and to make reasonable adjustments to insurance coverage, limits, and exclusions when deemed necessary and prudent by the City based upon changes in statutory law, court decisions, the claims history of the industry or financial condition of the insurance company as well as the Contractor.

6.1.1.12 The Contractor shall not cause any insurance to be canceled nor permit any insurance to lapse during the term of the Contract or as required in the Contract.

6.1.1.13 The Contractor shall be responsible for premiums, deductibles and self-insured retentions, if any, stated in policies. All deductibles or self-insured retentions shall be disclosed on the Certificate of Insurance.

6.1.1.14 The Contractor shall endeavor to provide the City thirty (30) calendar days written notice of erosion of the aggregate limits below occurrence limits for all applicable coverages indicated within the Contract.

6.1.2 **Specific Coverage Requirements.** The Contractor shall at a minimum carry insurance in the types and amounts indicated below for the duration of the Contract, including extension options and hold over periods, and during any warranty period. These insurance coverages are required minimums and are not intended to limit the responsibility or liability of the Contractor.

6.1.2.1 **Commercial General Liability Insurance.** The minimum bodily injury and property damage per occurrence are \$500,000* for coverages A (Bodily Injury and Property Damage) and B (Personal and Advertising Injuries). The policy shall contain the following provisions and endorsements.

- 6.1.2.1.1 Blanket contractual liability coverage for liability assumed under the Contract and all other Contracts related to the project
- 6.1.2.1.2 Independent Contractor's Coverage
- 6.1.2.1.3 Products/Completed Operations Liability for the duration of the warranty period
- 6.1.2.1.4 Waiver of Subrogation, Endorsement CG 2404, or equivalent coverage
- 6.1.2.1.5 Thirty (30) calendar days Notice of Cancellation, Endorsement CG 0205, or equivalent coverage
- 6.1.2.1.6 The City of Austin listed as an additional insured, Endorsement CG 2010, or equivalent coverage
- 6.1.2.1.7 If care of a child is provided outside the presence of a legal guardian or parent, Contractor shall provide coverage for sexual abuse and molestation for a minimum limit of \$500,000 per occurrence.
- 6.1.2.1.8 The policy shall be endorsed to cover injury to a child while the child is in the care of the Contractor or Subcontractor.

* **Supplemental Insurance Requirement.** If eldercare, childcare, or housing for clients is provided, the required limits shall be \$1,000,000 per occurrence.

6.1.2.2 **Business Automobile Liability Insurance.**

Minimum limits: \$500,000 combined single limit per occurrence for all owned, hired and non-owned autos

- a. If any form of transportation for clients is provided, coverage for all owned, non-owned, and hired vehicles shall be maintained with a combined single limit of \$1,000,000 per occurrence.
- b. If no client transportation is provided but autos are used within the scope of work, and there are no agency owned vehicles, evidence of Personal Auto Policy coverage from each person using their auto may be provided. The following limits apply for personal auto insurance: \$100,000/\$300,000/\$100,000.

All policies shall contain the following endorsements:

- 6.1.2.2.1. Waiver of Subrogation, Endorsement TE 2046A, or equivalent coverage
- 6.1.2.2.2. Thirty (30) calendar days Notice of Cancellation, Endorsement TE 0202A, or equivalent coverage

6.1.2.2.3 The City of Austin listed as an additional insured, Endorsement TE 9901B, or equivalent coverage

6.1.2.3 **Worker's Compensation and Employers' Liability Insurance.** Coverage shall be consistent with statutory benefits outlined in the Texas Worker's Compensation Act (Section 401). The minimum policy limits for Employer's Liability are \$100,000 bodily injury each accident, \$500,000 bodily injury by disease policy limit and \$100,000 bodily injury by disease each employee. The policy shall contain the following provisions and endorsements:

6.1.2.3.1 The Contractor's policy shall apply to the State of Texas

6.1.2.3.2 Waiver of Subrogation, Form WC 420304, or equivalent coverage

6.1.2.3.3 Thirty (30) calendar days Notice of Cancellation, Form WC 420601, or equivalent coverage

6.1.2.4 **Professional Liability Insurance.**

6.1.2.4.1 Contractor shall provide coverage at a minimum limit of \$500,000 per claim to pay on behalf of the assured all sums which the assured shall become legally obligated to pay as damages by reason of any negligent act, error, or omission arising out of the performance of professional services under this Contract.

6.1.2.4.2 If coverage is written on a claims-made basis, the retroactive date shall be prior to or coincident with the date of the Contract and the certificate of insurance shall state that the coverage is claims-made and indicate the retroactive date. This coverage shall be continuous and will be provided for twenty-four (24) months following the completion of the Contract.

6.1.2.5 **Blanket Crime Policy Insurance.** A Blanket Crime Policy shall be required with limits equal to or greater than the sum of all Contract funds allocated by the City. Acceptance of alternative limits shall be approved by Risk Management.

6.1.2.6 **Directors and Officers Insurance.** Directors and Officers Insurance with a minimum of not less than \$1,000,000 per claim shall be in place for protection from claims arising out of negligent acts, errors or omissions for directors and officers while acting in their capacities as such. If coverage is underwritten on a claims-made basis, the retroactive date shall be coincident with or prior to the date of the Contract and the certificate of insurance shall state that the coverage is claims made and the retroactive date. The coverage shall be continuous for the duration of the Contract and for not less than twenty-four (24) months following the end of the Contract. Coverage, including renewals, shall have the same retroactive date as the original policy applicable to the Contract or evidence of prior acts or an extended reporting period acceptable to the City may be provided. The Contractor shall, on at least an annual basis, provide the City with a certificate of insurance as evidence of such insurance.

6.1.2.7 **Property Insurance.** If the Contract provides funding for the purchase of property or equipment the Contractor shall provide evidence of all risk property insurance for a value equivalent to the replacement cost of the property or equipment.

6.1.2.8 **Endorsements.** The specific insurance coverage endorsements specified above, or their equivalents must be provided. In the event that endorsements, which are the equivalent of the required coverage, are proposed to be substituted for the required

coverage, copies of the equivalent endorsements must be provided for the City's review and approval.

6.1.2.9 **Certificate.** The following statement must be shown on the Certificate of Insurance.

"The City of Austin is an Additional Insured on the general liability and the auto liability policies. A Waiver of Subrogation is issued in favor of the City of Austin for general liability, auto liability and workers compensation policies."

6.2 **Equal Opportunity.**

6.2.1.1 **Equal Employment Opportunity.** No Contractor or Contractor's agent shall engage in any discriminatory employment practice as defined in Chapter 5-4 of the City Code. No Bid submitted to the City shall be considered, nor any Purchase Order issued, or any Contract awarded by the City unless the Contractor has executed and filed with the City Purchasing Office a current Non-Discrimination Certification. The Contractor shall sign and return the Non-Discrimination Certification attached hereto as Exhibit C. Non-compliance with Chapter 5-4 of the City Code may result in sanctions, including termination of the Contract and the Contractor's suspension or debarment from participation on future City contracts until deemed compliant with Chapter 5-4. Any Subcontractors used in the performance of this contract and paid with City funds must comply with the same nondiscrimination requirements as the Contractor.

6.2.2 **Americans With Disabilities Act (ADA) Compliance.** No Contractor, or Contractor's agent shall engage in any discriminatory employment practice against individuals with disabilities as defined in the ADA.

6.3 **Inspection of Premises.** The City has the right to enter Contractor's and Subcontractor's work facilities and premises during Contractor's regular work hours, and Contractor agrees to facilitate a review of the facilities upon reasonable request by the City.

6.4 **Rights to Proposal and Contractual Material.** All material submitted by the Contractor to the City shall become property of the City upon receipt. Any portions of such material claimed by the Contractor to be proprietary must be clearly marked as such. Determination of the public nature of the material is subject to the Texas Public Information Act, Chapter 552, Texas Government Code.

6.5 **Publications.** All published material and written reports submitted under the Contract must be originally developed material unless otherwise specifically provided in the Contract. When material not originally developed is included in a report in any form, the source shall be identified.

SECTION 7. WARRANTIES

7.1 **Authority.** Each party warrants and represents to the other that the person signing this Contract on its behalf is authorized to do so, that it has taken all action necessary to approve this Contract, and that this Contract is a lawful and binding obligation of the party.

7.2 **Performance Standards.** Contractor warrants and represents that all services provided under this Contract shall be fully and timely performed in a good and workmanlike manner in accordance with generally accepted community standards and, if applicable, professional standards and practices. Contractor may not limit, exclude, or disclaim this warranty or any warranty implied by law, and any attempt to do so shall be without force or effect. If the Contractor is unable or unwilling to perform its services in accordance with the above standard as required by the City, then in addition to any other available remedy, the City may reduce the amount of services it may be required to purchase under the Contract from the Contractor, and purchase conforming services from other sources. In such event, the Contractor shall pay to the City upon demand the increased cost, if any, incurred by the City to procure such services from another source. Contractor agrees to participate with City staff to update the performance measures.

SECTION 8. MISCELLANEOUS

- 8.1 **Criminal Background Checks.** Contractor and Subcontractor(s) agree to perform a criminal background check on individuals providing direct client service in programs designed for children under eighteen (18) years of age, seniors 55 years of age and older, or persons with Intellectual and Developmental Disabilities (IDD). Contractor shall not assign or allow an individual to provide direct client service in programs designed for children under eighteen (18) years of age, seniors 55 years of age and older, or persons with IDD if the individual would be barred from contact under the applicable program rules established by Title 40 of the Texas Administrative Code.
- 8.2 **Compliance with Health, Safety, and Environmental Regulations.** The Contractor, its Subcontractors, and their respective employees, shall comply fully with all applicable federal, state, and local health, safety, and environmental laws, ordinances, rules and regulations in the performance of the services, including but not limited to those promulgated by the City and by the Occupational Safety and Health Administration (OSHA). In case of conflict, the most stringent safety requirement shall govern. The Contractor shall indemnify and hold the City harmless from and against all claims, demands, suits, actions, judgments, fines, penalties and liability of every kind arising from the breach of the Contractor's obligations under this paragraph.
- 8.2.1 The Contractor or Subcontractor(s) seeking an exemption for a food enterprise permit fee must present this signed and executed social services contract upon request to the City. (*Source: City of Austin Ordinance 20051201-013*)
- 8.3 **Stop Work Notice.** The City may issue an immediate Stop Work Notice in the event the Contractor is observed performing in a manner that the City reasonably believes is in violation of Federal, State, or local guidelines, or in a manner that is determined by the City to be unsafe to either life or property. Upon notification, the Contractor will cease all work until notified by the City that the violation or unsafe condition has been corrected. The Contractor shall be liable for all costs incurred by the City as a result of the issuance of such Stop Work Notice.
- 8.4 **Indemnity.**
- 8.4.1 Definitions:
- 8.4.1.1 "Indemnified Claims" shall include any and all claims, demands, suits, causes of action, judgments and liability of every character, type or description, including all reasonable costs and expenses of litigation, mediation or other alternate dispute resolution mechanism, including attorney and other professional fees for:
- 8.4.1.1.1 damage to or loss of the property of any person (including, but not limited to the City, the Contractor, their respective agents, officers, employees and subcontractors; the officers, agents, and employees of such subcontractors; and third parties); and/or;
- 8.4.1.1.2 death, bodily injury, illness, disease, worker's compensation, loss of services, or loss of income or wages to any person (including but not limited to the agents, officers and employees of the City, the Contractor, the Contractor's subcontractors, and third parties),
- 8.4.1.2 "Fault" shall include the sale of defective or non-conforming deliverables, negligence, willful misconduct, or a breach of any legally imposed strict liability standard.
- 8.4.2 THE CONTRACTOR SHALL DEFEND (AT THE OPTION OF THE CITY), INDEMNIFY, AND HOLD THE CITY, ITS SUCCESSORS, ASSIGNS, OFFICERS, EMPLOYEES AND ELECTED OFFICIALS HARMLESS FROM AND AGAINST ALL INDEMNIFIED CLAIMS DIRECTLY ARISING OUT OF, INCIDENT TO, CONCERNING OR RESULTING FROM THE FAULT OF THE CONTRACTOR, OR THE CONTRACTOR'S AGENTS, EMPLOYEES OR SUBCONTRACTORS, IN THE

PERFORMANCE OF THE CONTRACTOR'S OBLIGATIONS UNDER THE CONTRACT. NOTHING HEREIN SHALL BE DEEMED TO LIMIT THE RIGHTS OF THE CITY OR THE CONTRACTOR (INCLUDING, BUT NOT LIMITED TO, THE RIGHT TO SEEK CONTRIBUTION) AGAINST ANY THIRD PARTY WHO MAY BE LIABLE FOR AN INDEMNIFIED CLAIM.

- 8.5 **Claims.** If any claim, demand, suit, or other action is asserted against the Contractor which arises under or concerns the Contract, or which could have a material adverse affect on the Contractor's ability to perform hereunder, the Contractor shall give written notice thereof to the City within ten (10) calendar days after receipt of notice by the Contractor. Such notice to the City shall state the date of notification of any such claim, demand, suit, or other action; the names and addresses of the claimant(s); the basis thereof; and the name of each person against whom such claim is being asserted. Such notice shall be delivered personally or by mail and shall be sent to the City and to the Austin City Attorney. Personal delivery to the City Attorney shall be to City Hall, 301 West 2nd Street, 4th Floor, Austin, Texas 78701, and mail delivery shall be to P.O. Box 1088, Austin, Texas 78767.
- 8.6 **Business Continuity.** Contractor warrants that it has adopted a business continuity plan that describes how Contractor will continue to provide services in the event of an emergency or other unforeseen event, and agrees to maintain the plan on file for review by the City. Contractor shall provide a copy of the plan to the City's Contract Manager upon request at any time during the term of this Contract, and the requested information regarding the Business Continuity Plan shall appear in the annual Administrative and Fiscal Review document. Contractor also agrees to participate in the City's Emergency Preparedness and Response Plan and other disaster planning processes.
- 8.7 **Notices.** Unless otherwise specified, all notices, requests, or other communications required or appropriate to be given under the Contract shall be in writing and shall be deemed delivered three (3) business days after postmarked if sent by U.S. Postal Service Certified or Registered Mail, Return Receipt Requested. Notices delivered by other means shall be deemed delivered upon receipt by the addressee. Routine communications may be made by first class mail, email, or other commercially accepted means. Notices to the City and the Contractor shall be addressed as follows:

To the City:	To the Contractor:	With copy to:
City of Austin, Health and Human Services Department Community Services Division	Easter Seals - Central Texas, Inc.	City of Austin Health and Human Services Dept.
ATTN: Stephanie Hayden, Assistant Director	ATTN: Tod Marvin, President & CEO	ATTN: Shannon Jones, Director
7201 Levander Loop, Bldg. H	1611 Headway Circle, Bldg. 2	7201 Levander Loop, Bldg. E
Austin, TX 78702	Austin, TX 78754	Austin, TX 78702

- 8.8 **Confidentiality.** In order to provide the deliverables to the City, Contractor may require access to certain of the City's and/or its licensors' confidential information (including inventions, employee information, trade secrets, confidential know-how, confidential business information, and other information which the City or its licensors consider confidential) (collectively, "Confidential Information"). Contractor acknowledges and agrees that the Confidential Information is the valuable property of the City and/or its licensors and any unauthorized use, disclosure, dissemination, or other release of the Confidential Information will substantially injure the City and/or its licensors. The Contractor (including its employees, subcontractors, agents, or representatives) agrees that it will maintain the Confidential Information in strict confidence and shall not disclose, disseminate, copy, divulge, recreate, or otherwise use the Confidential Information without the prior written consent of the City or in a manner not expressly permitted under this Contract, unless the Confidential Information is required to be disclosed by law or an order of any court or other governmental authority with proper jurisdiction, provided the Contractor promptly notifies the City before disclosing such information so as to permit the City reasonable time to seek an appropriate protective order. The Contractor agrees to use protective measures no less stringent than the Contractor uses within its own business to protect its own most valuable information, which protective measures shall under all circumstances be at least reasonable measures to ensure the continued confidentiality of the Confidential Information.

- 8.9 **Advertising.** Where such action is appropriate as determined by the City, Contractor shall publicize the activities conducted by the Contractor under this Agreement. Any news release, sign, brochure, or other advertising medium including websites disseminating information prepared or distributed by or for the Contractor shall recognize the City as a funding source and include a statement that indicates that the information presented does not officially represent the opinion or policy position of the City.
- 8.10 **No Contingent Fees.** The Contractor warrants that no person or selling agency has been employed or retained to solicit or secure the Contract upon any agreement or understanding for commission, percentage, brokerage, or contingent fee, excepting bona fide employees of bona fide established commercial or selling agencies maintained by the Contractor for the purpose of securing business. For breach or violation of this warranty, the City shall have the right, in addition to any other remedy available, to cancel the Contract without liability and to deduct from any amounts owed to the Contractor, or otherwise recover, the full amount of such commission, percentage, brokerage or contingent fee.
- 8.11 **Gratuities.** The City may, by written notice to the Contractor, cancel the Contract without liability if it is determined by the City that gratuities were offered or given by the Contractor or any agent or representative of the Contractor to any officer or employee of the City with a view toward securing the Contract or securing favorable treatment with respect to the awarding or amending or the making of any determinations with respect to the performing of such contract. In the event the Contract is canceled by the City pursuant to this provision, the City shall be entitled, in addition to any other rights and remedies, to recover or withhold the amount of the cost incurred by the Contractor in providing such gratuities.
- 8.12 **Prohibition Against Personal Interest in Contracts.** No officer, employee, independent consultant, or elected official of the City who is involved in the development, evaluation, or decision-making process of the performance of any solicitation shall have a financial interest, direct or indirect, in the Contract resulting from that solicitation. Any willful violation of this section shall constitute impropriety in office, and any officer or employee guilty thereof shall be subject to disciplinary action up to and including dismissal. Any violation of this provision, with the knowledge, expressed or implied, of the Contractor shall render the Contract voidable by the City.
- 8.13 **Independent Contractor.** The Contract shall not be construed as creating an employer/employee relationship, a partnership, or a joint venture. The Contractor's services shall be those of an independent contractor. The Contractor agrees and understands that the Contract does not grant any rights or privileges established for employees of the City.
- 8.14 **Assignment-Delegation.** The Contract shall be binding upon and enure to the benefit of the City and the Contractor and their respective successors and assigns, provided however, that no right or interest in the Contract shall be assigned and no obligation shall be delegated by the Contractor without the prior written consent of the City. Any attempted assignment or delegation by the Contractor shall be void unless made in conformity with this paragraph. The Contract is not intended to confer rights or benefits on any person, firm or entity not a party hereto; it being the intention of the parties that there be no third party beneficiaries to the Contract.
- 8.15 **Waiver.** No claim or right arising out of a breach of the Contract can be discharged in whole or in part by a waiver or renunciation of the claim or right unless the waiver or renunciation is supported by consideration and is in writing signed by the aggrieved party. No waiver by either the Contractor or the City of any one or more events of default by the other party shall operate as, or be construed to be, a permanent waiver of any rights or obligations under the Contract, or an express or implied acceptance of any other existing or future default or defaults, whether of a similar or different character.
- 8.16 **Modifications.** The Contract can be modified or amended only by a written, signed agreement by both parties. No pre-printed or similar terms on any Contractor invoice, order, or other document shall have any force or effect to change the terms, covenants, and conditions of the Contract.

8.17 **Interpretation.** The Contract is intended by the parties as a final, complete and exclusive statement of the terms of their agreement. No course of prior dealing between the parties or course of performance or usage of the trade shall be relevant to supplement or explain any term used in the Contract. Although the Contract may have been substantially drafted by one party, it is the intent of the parties that all provisions be construed in a manner to be fair to both parties, reading no provisions more strictly against one party or the other. Whenever a term defined by the Uniform Commercial Code, as enacted by the State of Texas, is used in the Contract, the UCC definition shall control, unless otherwise defined in the Contract.

8.18 **Dispute Resolution.**

8.18.1 If a dispute arises out of or relates to the Contract, or the breach thereof, the parties agree to negotiate prior to prosecuting a suit for damages. However, this section does not prohibit the filing of a lawsuit to toll the running of a statute of limitations or to seek injunctive relief. Either party may make a written request for a meeting between representatives of each party within fourteen (14) calendar days after receipt of the request or such later period as agreed by the parties. Each party shall include, at a minimum, one (1) senior level individual with decision-making authority regarding the dispute. The purpose of this and any subsequent meeting is to attempt in good faith to negotiate a resolution of the dispute. If, within thirty (30) calendar days after such meeting, the parties have not succeeded in negotiating a resolution of the dispute, they will proceed directly to mediation as described below. Negotiation may be waived by a written agreement signed by both parties, in which event the parties may proceed directly to mediation as described below.

8.18.2 If the efforts to resolve the dispute through negotiation fail, or the parties waive the negotiation process, the parties may select, within thirty (30) calendar days, a mediator trained in mediation skills to assist with resolution of the dispute. Should they choose this option, the City and the Contractor agree to act in good faith in the selection of the mediator and to give consideration to qualified individuals nominated to act as mediator. Nothing in the Contract prevents the parties from relying on the skills of a person who is trained in the subject matter of the dispute or a contract interpretation expert. If the parties fail to agree on a mediator within thirty (30) calendar days of initiation of the mediation process, the mediator shall be selected by the Travis County Dispute Resolution Center (DRC). The parties agree to participate in mediation in good faith for up to thirty (30) calendar days from the date of the first mediation session. The City and the Contractor will share the mediator's fees equally and the parties will bear their own costs of participation such as fees for any consultants or attorneys they may utilize to represent them or otherwise assist them in the mediation.

8.19 **Minority And Women Owned Business Enterprise (MBE/WBE) Procurement Program**

MBE/WBE goals do not apply to this Contract.

8.20 **Living Wage Policy**

[Reserved]

8.21 **Subcontractors.**

8.21.1 Work performed for the Contractor by a Subcontractor shall be pursuant to a written contract between the Contractor and Subcontractor. The terms of the subcontract may not conflict with the terms of the Contract, and shall contain provisions that:

8.21.1.1 require that all deliverables to be provided by the Subcontractor be provided in strict accordance with the provisions, specifications and terms of the Contract. The City may require specific documentation to confirm Subcontractor compliance with all aspects of this Contract.

8.21.1.2 prohibit the Subcontractor from further subcontracting any portion of the Contract without the prior written consent of the City and the Contractor. The City may require, as a

condition to such further subcontracting, that the Subcontractor post a payment bond in form, substance and amount acceptable to the City;

8.21.1.3 require Subcontractors to submit all requests for payment and applications for payments, including any claims for additional payments, damages or otherwise, to the Contractor in sufficient time to enable the Contractor to include the same with its invoice or application for payment to the City in accordance with the terms of the Contract;

8.21.1.4 require that all Subcontractors obtain and maintain, throughout the term of their contract, insurance in the type and amounts specified for the Contractor, with the City being a named insured as its interest shall appear; and

8.21.1.5 require that the Subcontractor indemnify and hold the City harmless to the same extent as the Contractor is required to indemnify the City.

8.21.2 The Contractor shall be fully responsible to the City for all acts and omissions of the Subcontractors just as the Contractor is responsible for the Contractor's own acts and omissions. Nothing in the Contract shall create for the benefit of any such Subcontractor any contractual relationship between the City and any such Subcontractor, nor shall it create any obligation on the part of the City to pay or to see to the payment of any moneys due any such Subcontractor except as may otherwise be required by law.

8.21.3 The Contractor shall pay each Subcontractor its appropriate share of payments made to the Contractor not later than ten days after receipt of payment from the City.

8.22 **Jurisdiction And Venue.** The Contract is made under and shall be governed by the laws of the State of Texas, including, when applicable, the Uniform Commercial Code as adopted in Texas, V.T.C.A., Bus. & Comm. Code, Chapter 1, excluding any rule or principle that would refer to and apply the substantive law of another state or jurisdiction. All issues arising from this Contract shall be resolved in the courts of Travis County, Texas and the parties agree to submit to the exclusive personal jurisdiction of such courts. The foregoing, however, shall not be construed or interpreted to limit or restrict the right or ability of the City to seek and secure injunctive relief from any competent authority as contemplated herein.

8.23 **Invalidity.** The invalidity, illegality, or unenforceability of any provision of the Contract shall in no way affect the validity or enforceability of any other portion or provision of the Contract. Any void provision shall be deemed severed from the Contract and the balance of the Contract shall be construed and enforced as if the Contract did not contain the particular portion or provision held to be void. The parties further agree to reform the Contract to replace any stricken provision with a valid provision that comes as close as possible to the intent of the stricken provision. The provisions of this section shall not prevent this entire Contract from being void should a provision which is the essence of the Contract be determined to be void.

8.24 **Holidays.** The following holidays are observed by the City:

<u>HOLIDAY</u>	<u>DATE OBSERVED</u>
New Year's Day	January 1
Martin Luther King, Jr's Birthday	Third Monday in January
President's Day	Third Monday in February
Memorial Day	Last Monday in May
Independence Day	July 4
Labor Day	First Monday in September
Veteran's Day	November 11
Thanksgiving Day	Fourth Thursday in November

Friday after Thanksgiving	Friday after Thanksgiving
Christmas Eve	December 24
Christmas Day	December 25

If a Legal Holiday falls on Saturday, it will be observed on the preceding Friday. If a Legal Holiday falls on Sunday, it will be observed on the following Monday.

8.25 **Survivability of Obligations.** All provisions of the Contract that impose continuing obligations on the parties, including but not limited to the warranty, indemnity, and confidentiality obligations of the parties, shall survive the expiration or termination of the Contract.

8.26 **Non-Suspension or Debarment Certification.** The City is prohibited from contracting with or making prime or sub-awards to parties that are suspended or debarred or whose principals are suspended or debarred from Federal, State, or City of Austin Contracts. By accepting a contract with the City, the Contractor certifies that its firm and its principals are not currently suspended or debarred from doing business with the Federal Government, as indicated by the Exclusions records at SAM.gov, the State of Texas, or the City of Austin.

In witness whereof, the parties have caused duly authorized representatives to execute this Contract on the dates set forth below.

EASTER SEALS - CENTRAL TEXAS, INC.

Signature: _____

Name: ROD MARVIN
Printed Name

Title: CEO

Date: 6/2/15

CITY OF AUSTIN

Signature: _____

Name: JAMIE SCARBOROUGH
PURCHASING OFFICE

Date: 7/24/15

EXHIBITS

Exhibit A – Program Forms

- A.1 Program Work Statement
- A.2 Program Performance Measures
- A.3 Client Eligibility Requirements

Exhibit B – Program Budget Forms

- B.1 Program Budget and Narrative

Exhibit C – Equal Employment/Fair Housing Office/Non-Discrimination Certification

Program Work Statement

Contract Start Date

9/1/2015

Contract End Date

9/30/2018

Program Goals And Objectives

The goal of this program is to provide essential health services for lower income people with disabilities as well as connecting clients with services to meet their basic needs. ESCT provides a variety of services which include: accessible home modifications and affordable housing; case management and care coordination; job training and support; parenting education and support; audiology services; early childhood intervention; independent living skills and support.

Program Clients Served

Easter Seals Central Texas' program's target population includes persons of all ages, who are residents of Austin with any physical, intellectual, emotion, and/or mental disability. Clients are low-income individuals and families as defined by Federal Poverty Level guidelines of at or below 200% FPL

Program Services And Delivery

- **Housing Service** - Provides rental and utility assistance, down payment assistance and accessibility modifications. All services are provided at all times, funding permitting, to low income individuals with disabilities or families of someone with a disability. ESCT Housing Services staff works with government housing agencies, private lenders, realtors and other organizations to offer funding for down payment assistance. In addition, ESCT has partnerships with local contractors to provide accessibility modifications to homes at no cost to the home owner. Through contracts with TDHCA, ESCT offers rental assistance vouchers for income eligible individuals with disabilities.

- **Early Childhood Intervention (ECI)** — The Easter Seals Central Texas Early Childhood Intervention (ECI) program serves babies and toddlers, aged birth to 36 months, with developmental delays or disabilities. Easter Seals' staff of early childhood specialists, therapists, social workers, and other professionals work in homes, childcare facilities, and other community settings to conduct evaluations and provide therapy and case management services to children and their families. Service coordination with other agencies is provided at no cost and is an essential component for integrating services around family-centered goals. Services offered through ECI are: developmental services, physical, occupational, and speech therapy, family education, counseling services, screenings and assessments, and activities to prepare children for the "next step" in their development. Families and staff work as a team to develop individualized plans of care for children and their families. ECI services are delivered Monday through Friday, times vary based on client need and staff availability.

- **Employment Services**—Provides professional development and job placement through wrap around services such as counseling, case management, digital literacy, and employment training. Employment consultants work with clients who have been referred by DARS and local businesses to match our clients with a job. Employment Consultants also provide follow along support for clients who have been stable in their job for more than 90 days. By offering work place support and continued contact with clients, the program strives to foster success in long-term employment. ESCT also has an assistive technology lab where clients have access to computers and assistive technology to gain computer skills and explore their community and expand their world via the internet. The lab is open during business hours.

- **Parenting Services**—The PST program includes supportive one-on-one sessions, group parent education, parent and sibling support groups, topic-focused workshops with expert presenters, monthly play groups and fun annual events. Each program area strives to implement evidence-based practices in areas where parents have identified a need exists. Additionally, the PST program collaborates with the Austin Independent School District to present the monthly Family Support Cooperative meetings throughout the academic school year. All programs are scheduled ahead of time and implemented by the Program Manager, Therapists as needed, and volunteers.

- **Independent Living Services**—ESCT's Independent Living program provides support to adults with disabilities with the goal of helping them maintain as much independence as possible in their chosen living arrangements. Classes are led by a Community Services Specialist or special guests and happen every Wednesday from 8am through lunch. The program is flexible and geared to the individual needs of clients. Independent Living Clients learn about various aspects of living independently, including fitness, wellness, social skills, digital literacy, cooking techniques and activities available to them in the Austin community. Clients in this program have direct access to transportation and Follow Along services to maintain employment.

- **Audiology Services**—At Easter Seals Central Texas, clients receive a diagnostic hearing evaluation, an assessment of communication needs, and a plan which may include referral for other rehabilitative services (e.g. speech therapy), medical evaluation, and/or assistive device fitting (including hearing aids). Easter Seals Central Texas offers state of the art hearing aids at a reasonable cost. All Audiology services are performed by licensed audiologists.

System for Collecting and Reporting Program Data

Created 3/27/2015 10:48:00 AM

Last Modified, If Applicable 3/31/2015 4:17:00 PM

Program Work Statement

Contract Start Date

9/1/2015

Contract End Date

9/30/2018

ESCT requires all clients complete intake forms to determine eligibility per City of Austin requirements. All ECI clients must have either a documented medical diagnosis on file or a documented developmental delay as determined by an inter-disciplinary team which includes a licensed therapist. Administrative support staff enters client information into a digital database and/or maintains a hard copy of the file. Client progress towards outcome goals is documented in the client files to be used during reporting periods.

Performance Evaluation

The Executive Team and the Board of Directors have agreed upon metrics for which the organization and each program should be measured against. These metrics are based on grants and contracts as well as well as our different program models. Metrics are gathered from program staff and turned in to the Executive Team each month to be input into our balanced scorecard template. The scorecard is updated monthly to show successes, progress, and areas in need of improvement. The current and all past scorecards are available for staff to view at any time. The executive team updates the Board of Directors quarterly on the progress of the organization and the board is able to address concerns and make recommendations at their meetings. Board recommendations are implemented by program staff with the support of the executive team.

Quality Improvement

Easter Seals Central Texas operates a Quality Improvement program that consists of utilization review, peer review, quality assurance, and quality improvement. As soon as any issues in strategy or service delivery are noted, they are taken to the Utilization Review Committees, Executive Team, or Board of Directors. Any of the aforementioned groups will review issues, make recommendations in order to overcome the problem, and evaluate effectiveness of corrective actions.

Service Coordination with Other Agencies

Easter Seals Central Texas participates in many informal partnerships with other organizations such as Any Baby Can, Safe Place, local school districts, People's Community Clinic, Austin Transition Center, the Basic Needs Council, and other local agencies that provide on-going supports to better coordinate services for our clients and their families.

Easter Seals Central Texas has contracted with local, state, and federal government entities and local agencies including DARS, City of Austin, Travis County, Texas Councils for Developmental Disabilities, Accessible Housing Austin!, Texas Department of Housing and Community Affairs, TIBH (Texas Industries of the Blind and Handicapped), Texas Parks and Wildlife, UT Technology program and Capital Metro Transit Authority.

Service Collaboration with Other Agencies

N/A

Community Planning Activities

Easter Seals Central Texas Staff serve on a number of councils and committees including but not limited to: The Ending Community Homelessness Coalition (ECHO), Texas Nonprofit Council, Community Advancement Network, Intellectual & Developmental Disabilities Alliance of Central Texas, One Voice Central Texas, Health Benefits Task Force, Greater Austin Chamber of Commerce, Coalition of Texans with Disabilities, Greater Austin Hispanic Chamber of Commerce, Intellectual & Developmental Disabilities Work Group, Integrated Care Collaboration Travis-Williamson Service Committee, People's Community Clinic, GOALS Advisory Committee, Trauma –Informed Care Consortium, United Way Family Support Network, Connections Networking Austin, Williamson County Chamber of Commerce, Employment First Task Force, InterAgency Council.

Program Performance Measures

		<i>Period</i>			<i>Contract Term</i>
		<i>1</i>	<i>2</i>	<i>3</i>	
	<i>Start Date</i>	10/1/2015	10/1/2016	10/1/2017	9/1/2015
	<i>End Date</i>	9/30/2016	9/30/2017	9/30/2018	9/30/2018

<i>Outputs</i>		<i>Period</i>			<i>Contract Term</i>
		<i>1</i>	<i>2</i>	<i>3</i>	
<i>ID</i>	<i>Output Measure Description</i>				
I	Total Number of Unduplicated Clients Served	1856	1025	1014	3695

<i>Outcomes</i>		<i>Period</i>			<i>Contract Term</i>
		<i>1</i>	<i>2</i>	<i>3</i>	
<i>ID</i>	<i>Outcome Measure Description</i>				
	Number of households at risk of homelessness that maintain housing	77	77	77	231
1A	Number of households receiving assistance	85	85	85	255
	Percent of households at risk of homelessness that maintain housing	90.59	90.59	90.59	90.59
	Number of individuals increasing employment income	180	180	180	540
2Aii	Number of individuals exiting the program	225	225	225	675
	Percent of individuals increasing employment income	80	80	80	80
	Number of individuals making progress on their treatment plan goal(s)	1223	1223	1223	3669
3B	Number of individuals evaluated for progress on treatment plan goals(s)	1380	1380	1380	4140
	Percent of individuals making progress toward their treatment plan goals	88.62	88.62	88.62	88.62
	Number of individuals demonstrating improved life skill(s)	138	138	138	414
5B	Number of individuals participating in the activity	166	166	166	498
	Percent of individuals who demonstrate improved life skills	83.13	83.13	83.13	83.13

City of Austin Health and Human Services

Social Service Contracts

Client Eligibility Requirements

UNLESS OTHERWISE STATED IN THE CONTRACT WORK STATEMENT, THESE REQUIREMENTS APPLY TO ALL CLIENTS SERVED WITH CITY SOCIAL SERVICES FUNDING.

GENERAL

- Eligibility requirements for clients served under grant contracts will be determined by the grantor.
- Agency must maintain a record of client eligibility (e.g. client file or electronic record) that includes documentation of:
 - ♦ Annual certification of client eligibility
 - ♦ Services provided to client
- Agency must recertify client when notified of a change in family circumstances (e.g. family income, residence, and/or family composition)
- Unless specified by Grant/Funding Source, re-certification of clients is required not less than once every 12 months (unless required earlier by a change in family circumstances)
- Homeless clients:
 - ♦ If the program eligibility requires homeless status, the residency requirements and income requirements do not apply
 - ♦ Homeless status must be documented by a signed (1) Homeless Eligibility Form or Homeless Self-Declaration Form and (2) entry into Homeless Management Information System (HMIS) database. These forms must be developed by the agency and be approved by the City contract manager.
- Other Client populations:
 - ♦ Clients in programs serving victims of violence are not subject to residency or income requirements
 - ♦ Eligibility exceptions for any other type of clients and/or documentation situations must be described in Contract Work Statement
- Date of receipt by agency must be indicated on all documentation in client file

IDENTITY

- Client must provide proof of identity in order to receive City-funded services, documented by:
 - ♦ A government –issued identification; or
 - ♦ A signed Self-Declaration of Identity supported by client residency documentation

RESIDENCY

- City-funded clients must be a resident of the City of Austin (Full Purpose Jurisdiction) and/or Travis County
 - ♦ Residence must be documented by proof of address that includes client name (e.g. City utility bill, lease, letter from landlord, etc.)
 - ♦ Residency eligibility must be verified by one or more of the following sources:
 - Austin GIS Jurisdictions Web Map (<http://www.austintexas.gov/gis/JurisdictionsWebMap/>)
 - Travis County Appraisal District website (<http://www.traviscad.org>)

City of Austin Health and Human Services

Social Service Contracts

Client Eligibility Requirements

- U.S. Postal Service website (verification of County only) (www.usps.com)

INCOME

- Client intake form must reflect wages/income of all family members 18 years old or older living in the household
- Determination of Family Size:
 - For the purposes of determining eligibility for City-funded services, a family unit consists of:
 - A person living alone:
 - An adult living alone
 - A minor child living alone or with others who are not responsible for the child's support
 - Two or more persons living together who are wholly or partially responsible for the support of the other person/people:
 - Two persons in a domestic partnership, or legal or common-law marriage
 - One or both legal parents and minor children
 - One or both adult caretakers of minors and the caretaker(s)'s minor children. Note: a caretaker is one or both adults(s) who performs parental functions (provision of food, clothing, shelter, and supervision) for a minor.
- Family income must be 200% or less of current Federal Poverty Income Guidelines (FPIG) to be eligible for City-funded services; agency must update its FPIG categories when Federal figures change. Income inclusions and exclusions are based on Texas Administrative Code §5.19 and are as follows:

(1) Included Income:

- (A) Temporary Assistance for Needy Families (TANF);
- (B) Money, wages and salaries before any deductions;
- (C) Net receipts from non-farm or farm self-employment (receipts from a person's own business or from an owned or rented farm after deductions for business or farm expenses);
- (D) Regular payments from social security, including Social Security Disability Insurance (SSDI) and Supplemental Security Income (SSI);
- (E) Railroad retirement;
- (F) Unemployment compensation;
- (G) Strike benefits from union funds;
- (H) Worker's compensation;
- (I) Training stipends;
- (J) Alimony;
- (K) Military family allotments;
- (L) Private pensions;
- (M) Government employee pensions (including military retirement pay);
- (N) Regular insurance or annuity payments; and
- (O) Dividends, interest, net rental income, net royalties, periodic receipts from estates or trusts; and net gambling or lottery winnings.

(2) Excluded Income:

- (A) Capital gains; any assets drawn down as withdrawals from a bank;
- (B) The sale of property, a house, or a car;
- (C) One-time payments from a welfare agency to a family or person who is in temporary financial difficulty;

City of Austin Health and Human Services

Social Service Contracts

Client Eligibility Requirements

- (D) Tax refunds, gifts, loans, and lump-sum inheritances;
- (E) One-time insurance payments or compensation for injury;
- (F) Non-cash benefits, such as the employer-paid or union-paid portion of health insurance or other employee fringe benefits;
- (G) Food or housing received in lieu of wages;
- (H) The value of food and fuel produced and consumed on farms;
- (I) The imputed value of rent from owner-occupied non-farm or farm housing;
- (J) Federal non-cash benefit programs as Medicare, Medicaid, Food Stamps, and school lunches;
- (K) Housing assistance and combat zone pay to the military;
- (L) Veterans (VA) Disability Payments;
- (M) College scholarships, Pell and other grant sources, assistantships, fellowships and work study, VA Education Benefits (GI Bill); and
- (N) Child support payments.

- Client income amounts must reflect *Gross Income*, before any deductions
- If any adult family member has no income, a Self-Declaration of No Income form is required for that individual
- Income documentation requirement:
 - ❖ Programs providing financial assistance to or on behalf of clients (including but not limited to rent, utilities, arrears, child care, tuition, occupational training): the client file must include primary eligibility sources; declaration of eligibility for another program (e.g., TANF, Free/Reduced/School Lunch Program) is not adequate documentation of eligibility
 - ❖ Programs which do not provide financial assistance to or on behalf of clients: the client file must include primary eligibility sources or a self-declaration of income form

Any question about eligibility criteria not addressed here or for which the contractor needs clarification must be referred to the contractor's City contract manager. The City has final authority to declare an individual eligible or not eligible for City-funded services based on the criteria in this document.

Program Budget and Narrative

	<i>1</i>	<i>Period 2</i>	<i>3</i>	Contract Start Contract End	9/1/2015 9/30/2018
Period Start Date	9/1/2015	10/1/2016	10/1/2017		
Period End Date	9/30/2016	9/30/2017	9/30/2018		<i>Total</i>
Salary plus Benefits	\$334,245.00	\$334,245.00	\$334,245.00		\$1,002,735.00
General Operations Expenses	\$0.00	\$0.00	\$0.00		\$0.00
Program Subcontractors	\$0.00	\$0.00	\$0.00		\$0.00
Staff Travel	\$0.00	\$0.00	\$0.00		\$0.00
Conferences	\$0.00	\$0.00	\$0.00		\$0.00
Operations SubTotal	\$0.00	\$0.00	\$0.00		\$0.00
Food and Beverages for Clients	\$0.00	\$0.00	\$0.00		\$0.00
Financial Direct Assistance to Clients	\$0.00	\$0.00	\$0.00		\$0.00
Other Assistance Amount	\$0.00	\$0.00	\$0.00		\$0.00
Direct Assistance SubTotal	\$0.00	\$0.00	\$0.00		\$0.00
Capital Outlay Amount	\$0.00	\$0.00	\$0.00		\$0.00
Total	\$334,245.00	\$334,245.00	\$334,245.00		\$1,002,735.00
Total Period Percentage	33.33	33.33	33.33		

Detailed Budget Narrative

Salaries plus Benefits

Partial salaries for the following positions are included: Housing Program Director, Housing Program Manager, Parenting Program Manager, Parenting Bilingual Program Coordinator, Program Director, Employment Program Specialist, Community Program Manager, Community Program Specialist, Community Program Coordinator, ECI Service Coordinator and Audiologist

General Op Expenses

Program Subcontractors

Staff Travel

Conferences

Food and Beverage

Financial Assistance

Other Assistance

Capital Outlay

**City of Austin, Texas
EQUAL EMPLOYMENT/FAIR HOUSING OFFICE
NON-DISCRIMINATION CERTIFICATION**

**City of Austin, Texas
Human Rights Commission**

To: City of Austin, Texas, ("OWNER")

I hereby certify that our firm conforms to the Code of the City of Austin, Section 5-4-2 as reiterated below:
Chapter 5-4. Discrimination in Employment by City Contractors.

Sec. 4-2 Discriminatory Employment Practices Prohibited. As an Equal Employment Opportunity (EEO) employer, the Contractor will conduct its personnel activities in accordance with established federal, state and local EEO laws and regulations and agrees:

- (B) (1) Not to engage in any discriminatory employment practice defined in this chapter.
- (2) To take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without discrimination being practiced against them as defined in this chapter. Such affirmative action shall include, but not be limited to: all aspects of employment, including hiring, placement, upgrading, transfer, demotion, recruitment, recruitment advertising; selection for training and apprenticeship, rates of pay or other form of compensation, and layoff or termination.
- (3) To post in conspicuous places, available to employees and applicants for employment, notices to be provided by OWNER setting forth the provisions of this chapter.
- (4) To state in all solicitations or advertisements for employees placed by or on behalf of the Contractor, that all qualified applicants will receive consideration for employment without regard to race, creed, color, religion, national origin, sexual orientation, gender identity, disability, veteran status, sex or age.
- (5) To obtain a written statement from any labor union or labor organization furnishing labor or service to Contractors in which said union or organization has agreed not to engage in any discriminatory employment practices as defined in this chapter and to take affirmative action to implement policies and provisions of this chapter.
- (6) To cooperate fully with OWNER's Human Rights Commission in connection with any investigation or conciliation effort of said Human Rights Commission to ensure that the purpose of the provisions against discriminatory employment practices are being carried out.
- (7) To require compliance with provisions of this chapter by all subcontractors having fifteen or more employees who hold any subcontract providing for the expenditure of \$2,000 or more in connection with any contract with OWNER subject to the terms of this chapter.

For the purposes of this Offer and any resulting Contract, Contractor adopts the provisions of the City's Minimum Standard Nondiscrimination Policy set forth below.

**City of Austin
Minimum Standard Non-Discrimination in Employment Policy:**

As an Equal Employment Opportunity (EEO) employer, the Contractor will conduct its personnel activities in accordance with established federal, state and local EEO laws and regulations.

The Contractor will not discriminate against any applicant or employee based on race, creed, color, national origin, sex, age, religion, veteran status, gender identity, disability, or sexual orientation. This policy covers all aspects of employment, including hiring, placement, upgrading, transfer, demotion, recruitment, recruitment advertising, selection for training and apprenticeship, rates of pay or other forms of compensation, and layoff or termination.

Further, employees who experience discrimination, sexual harassment, or another form of harassment should immediately report it to their supervisor. If this is not a suitable avenue for

addressing their complaint, employees are advised to contact another member of management or their human resources representative. No employee shall be discriminated against, harassed, intimidated, nor suffer any reprisal as a result of reporting a violation of this policy. Furthermore, any employee, supervisor, or manager who becomes aware of any such discrimination or harassment should immediately report it to executive management or the human resources office to ensure that such conduct does not continue.

Contractor agrees that to the extent of any inconsistency, omission, or conflict with its current non-discrimination employment policy, the Contractor has expressly adopted the provisions of the City's Minimum Non-Discrimination Policy contained in Section 5-4-2 of the City Code and set forth above, as the Contractor's Non-Discrimination Policy or as an amendment to such Policy and such provisions are intended to not only supplement the Contractor's policy, but will also supersede the Contractor's policy to the extent of any conflict.

UPON CONTRACT AWARD, THE CONTRACTOR SHALL PROVIDE A COPY TO THE CITY OF THE CONTRACTOR'S NON-DISCRIMINATION POLICY ON COMPANY LETTERHEAD, WHICH CONFORMS IN FORM, SCOPE, AND CONTENT TO THE CITY'S MINIMUM NON-DISCRIMINATION POLICY, AS SET FORTH HEREIN, OR THIS NON-DISCRIMINATION POLICY, WHICH HAS BEEN ADOPTED BY THE CONTRACTOR FOR ALL PURPOSES (THE FORM OF WHICH HAS BEEN APPROVED BY THE CITY'S EQUAL EMPLOYMENT/FAIR HOUSING OFFICE), WILL BE CONSIDERED THE CONTRACTOR'S NON-DISCRIMINATION POLICY WITHOUT THE REQUIREMENT OF A SEPARATE SUBMITTAL.

Sanctions:

Our firm understands that non-compliance with Chapter 5-4 may result in sanctions, including termination of the contract and suspension or debarment from participation in future City contracts until deemed compliant with the requirements of Chapter 5-4.

Term:

The Contractor agrees that this Section 0800 Non-Discrimination Certificate or the Contractor's separate conforming policy, which the Contractor has executed and filed with the Owner, will remain in force and effect for one year from the date of filing. The Contractor further agrees that, in consideration of the receipt of continued Contract payments, the Contractor's Non-Discrimination Policy will automatically renew from year-to-year for the term of the underlying Contract.

Dated this 2nd day of June, 2015

CONTRACTOR
Authorized
Signature

Title

EASTER SEALS
Central Texas
Inc.
[Signature]
CEO

**CITY OF AUSTIN
PURCHASING OFFICE
SUPPLEMENTAL PURCHASE PROVISIONS**

The following Supplemental Purchasing Provisions apply to this solicitation:

1. EXPLANATIONS OR CLARIFICATIONS: (reference paragraph 5 in Section 0200)

All requests for explanations or clarifications must be submitted in writing to CityHSRFA2014@austintexas.gov by 4 PM on April 11th, 2014. Questions not submitted to the email address above or after the deadline will not be addressed. Questions and Answers will be available at the following link: <http://austintexas.gov/article/social-services-solicitation>

2. INSURANCE: Insurance is required for this solicitation.

Contractor shall have, and shall require all Subcontractors of every tier providing services under this Contract to have, Standard Insurance meeting the General Requirements as set forth below and sufficient to cover the needs of Contractor and/or Subcontractor pursuant to applicable generally accepted business standards. Depending on services provided by Contractor and/or Subcontractor(s), Supplemental Insurance Requirements or Alternate Insurance Options shall be imposed as follows:

I. General Requirements Applicable to All Contractors' Insurance.

The following requirements (A-J) apply to the **Contractor and to Subcontractor(s) of every tier** performing services or activities pursuant to the terms of this Contract. Contractor acknowledges and agrees to the following concerning insurance requirements applicable to Contractor and Contractor's Subcontractor(s):

- A. The minimum types and limits of insurance indicated below shall be maintained throughout the duration of the Contract.
- B. Insurance shall be written by companies licensed in the State of Texas with an A.M. Best rating of B+ VII or higher.
- C. Prior to commencing work under this Contract, the required insurance shall be in force as evidenced by a Certificate of Insurance issued by the writing agent or carrier. A copy of the Certificate of Insurance shall be forwarded to the Human Services Administration Unit upon request. Execution of this Contract will not occur until such evidence of insurance has been provided and accepted by the City.
- D. Certificates of Insurance shall include the endorsements outlined below and shall be submitted to the Human Services Administration Unit. The Certificate(s) shall show the City of Austin Contract number and all endorsements by number.
- E. Insurance required under this Contract which names City of Austin as Additional Insured shall be considered primary for all claims.
- F. Insurance limits shown below may be written as primary or structured using primary and excess or umbrella coverage that follows the form of the primary policy.
- G. City shall be entitled, upon its request and without expense, to receive certified copies of policies and endorsements.
- H. City reserves the right to review insurance requirements during any term of the Contract and to require that Contractor make reasonable adjustments when the scope of services has been expanded.
- I. Contractor shall not allow any insurance to be cancelled or lapse during any term of this Contract. Contractor shall not permit the minimum limits of coverage to erode or otherwise be reduced. Contractor shall be responsible for all premiums, deductibles and self-insured retention. All deductibles and self-insured retention shall be shown on the Certificates of Insurance.
- J. Insurance coverages specified in this Contract are not intended and will not be interpreted to limit the responsibility or liability of the Contractor or Subcontractor(s).

**CITY OF AUSTIN
PURCHASING OFFICE
SUPPLEMENTAL PURCHASE PROVISIONS**

- K. The City will accept endorsements providing equivalent coverage if the insurance carrier does not use the specific endorsements indicated below.

II. Specific Requirements

The following requirements (II.A - II.G, inclusive) apply to the **Contractor and to Subcontractor(s) of every tier** performing services or activities pursuant to the terms of this Contract. Contractor acknowledges and agrees to the following concerning insurance requirements applicable to Contractor and Contractor's Subcontractor(s):

A. Workers' Compensation and Employers' Liability Insurance

1. Coverage shall be consistent with statutory benefits outlined in the Texas Workers' Compensation Act.
2. Employers' Liability limits are
 - \$100,000 bodily injury each accident
 - \$100,000 bodily injury by disease
 - \$500,000 policy limit
3. Policies under this Section shall apply to State of Texas and include the following endorsements in favor of City of Austin:
 - a. Waiver of Subrogation (Form 420304)
 - b. Thirty (30) day Notice of Cancellation (Form 420601)

B. Commercial General Liability Insurance

1. Minimum limits:
 - \$500,000* combined single limit per occurrence for coverage A and B.
 - *Supplemental Insurance Requirement
 - If eldercare, childcare, or housing for clients is provided, the required limits shall be:
 - \$1,000,000 per occurrence
2. The Policy shall contain or be endorsed as follows:
 - a. Blanket Contractual liability for this Contract
 - b. Products and Completed Operations
 - c. Independent Contractor Coverage
3. The Policy shall also include the following endorsements or endorsements providing equivalent coverage in favor of City of Austin:
 - a. Waiver of Subrogation (Form CG 2404)
 - b. Thirty (30) day Notice of Cancellation (Form CG 0205)
 - c. City of Austin named as additional insured (Form CG 2010)
4. If care of a child is provided outside the presence of a legal guardian or parent, the Contractor shall provide coverage for sexual abuse and molestation for a minimum limit of \$500,000 per occurrence.
 - The policy shall be endorsed to cover injury to a child while the child is in the care of the Contractor or Subcontractor.

C. Business Automobile Liability Insurance

1. Minimum limits:

**CITY OF AUSTIN
PURCHASING OFFICE
SUPPLEMENTAL PURCHASE PROVISIONS**

\$500,000 combined single limit per occurrence

- a. If any form of transportation for clients is provided, coverage for all owned, non-owned, and hired vehicles shall be maintained with a combined single limit of \$1,000,000 per occurrence.
2. The Policy shall also include the following endorsements or endorsements providing equivalent coverage in favor of City of Austin:
 - a. Waiver of Subrogation (Form CA 0444)
 - b. Thirty (30) day Notice of Cancellation (Form CA 0244)
 - c. City of Austin named as additional insured (Form CA 2048)

D. Professional Liability Insurance

Coverage shall be provided with a minimum limit of \$1,000,000 per claim to cover negligent acts, errors, or omissions arising out of Professional Services under this Contract.

E. Blanket Crime Policy Insurance

A Blanket Crime Policy **providing coverage for employee dishonesty** shall be required with limits equal to or greater than the sum of all Contract Funds allocated by the City. Acceptance of alternative limits shall be approved by the HHSD Director.

F. Directors and Officers Insurance

Directors and Officers Insurance with a minimum of not less than \$1,000,000 per claim shall be in place for protection from claims arising out of negligent acts, errors or omissions for directors and officers while acting in their capacities as such. If coverage is underwritten on a claims-made basis, the retroactive date shall be coincident with or prior to the date of the Agreement and the certificate of insurance shall state that the coverage is claims made and the retroactive date. The coverage shall be continuous for the duration of the Agreement and for not less than twenty-four (24) months following the end of the Agreement. Coverage, including renewals, shall have the same retroactive date as the original policy applicable to the Agreement or evidence of prior acts or an extended reporting period acceptable to the City may be provided. The Contractor shall, on at least an annual basis, provide the City with a certificate of insurance as evidence of such insurance.

G. Property Insurance

If the Contract provides funding for the purchase of property or equipment the Contractor shall provide evidence of all risk property insurance for a value equivalent to the replacement cost of the property or equipment.

- H. Commercial Crime Insurance** for all losses emanating from the handling of checks or cash including but not limited to losses resulting from dishonest or criminal acts, fraud, embezzlement, forgery, misappropriation or loss of funds and errors in the processing or reporting of funds. This policy shall be written for a minimum limit of the sum total dollar amount of City contracts for social services.

- III. Endorsements:** The specific insurance coverage endorsements specified above, or their equivalents must be provided. In the event that endorsements, which are the equivalent of the required coverage, are proposed to be substituted for the required coverage, copies of the equivalent endorsements must be provided for the City's review and approval.

3. TERM OF CONTRACT:

- A. The Contract shall be in effect for an initial term of 36 months and may be extended thereafter for up to 3 additional 12 month periods, subject to the approval of the Contractor and the City Purchasing Officer or his designee.

**CITY OF AUSTIN
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- B. Upon expiration of the initial term or period of extension, the Contractor agrees to hold over under the terms and conditions of this agreement for such a period of time as is reasonably necessary to re-solicit and/or complete the project (not to exceed 180 days unless mutually agreed on in writing).
- C. Upon written notice to the Contractor from the City's Purchasing Officer or his designee and acceptance of the Contractor, the term of this contract shall be extended on the same terms and conditions for an additional period as indicated in paragraph A above.
- D. Prices are firm and fixed for the first 12 months. Thereafter, price changes are subject to the Economic Price Adjustment provisions of this Contract.

4. RECYCLED PRODUCTS:

- A. The City prefers that Offerors offer products that contain recycled materials. When a recycled product is offered by the Offeror, the Offeror must state in their Offer the percentage of the product that is recycled and must include a list of the recycled materials that are contained in the product.
- B. The recycled content of paper products offered to the City shall be in accordance with the Federal Environmental Protection Agency's Recycled Product Procurement Guidelines. These guidelines are available at <http://www.epa.gov/cpg/>.

5. INTERLOCAL PURCHASING AGREEMENTS: (applicable to competitively procured goods/services contracts).

- A. The City has entered into Interlocal Purchasing Agreements with other governmental entities, pursuant to the Interlocal Cooperation Act, Chapter 791 of the Texas Government Code. The Contractor agrees to offer the same prices and terms and conditions to other eligible governmental agencies that have an interlocal agreement with the City.
- B. The City does not accept any responsibility or liability for the purchases by other governmental agencies through an interlocal cooperative agreement.

7. OWNERSHIP AND USE OF DELIVERABLES: The City shall own all rights, titles, and interests throughout the world in and to the Deliverables.

- A. **Patents:** As to any patentable subject matter contained in the Deliverables, the Contractor agrees to disclose such patentable subject matter to the City. Further, if requested by the City, the Contractor agrees to assign and, if necessary, cause each of its employees to assign the entire right, title, and interest to specific inventions under such patentable subject matter to the City and to execute, acknowledge, and deliver and, if necessary, cause each of its employees to execute, acknowledge, and deliver an assignment of letters patent, in a form to be reasonably approved by the City, to the City upon request by the City.
- B. **Copyrights:** As to any Deliverable containing copyrighted subject matter, the Contractor agrees that upon their creation, such Deliverables shall be considered as work made-for-hire by the Contractor for the City and the City shall own all copyrights in and to such Deliverables, provided however, that nothing in this Paragraph 36 shall negate the City's sole or joint ownership of any such Deliverables arising by virtue of the City's sole or joint authorship of such Deliverables. Should by operation of law, such Deliverables not be considered work made-for-hire, the Contractor hereby assigns to the City (and agrees to cause each of its employees providing services to the City hereunder to execute, acknowledge, and deliver an assignment to the City of Austin) all worldwide right, title, and interest in and to such Deliverables. With respect to such work made-for-hire, the Contractor agrees to execute, acknowledge and deliver and cause each of its employees providing services to the City hereunder to execute, acknowledge, and deliver a work-for-hire agreement, in a form to be reasonably approved by the City, to the City upon delivery of such Deliverables to the City or at such other time as the City may request.

**CITY OF AUSTIN
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- C. **Additional Assignments:** The Contractor further agrees to, and if applicable, cause each of its employees to execute, acknowledge, and deliver all applications, specifications, oaths, assignments, and all other instruments which the City might reasonably deem necessary in order to apply for and obtain copyright protection, mask work registration, trademark registration and/or protection, letters patent, or any similar rights in any and all countries and in order to assign and convey to the City, its successors, assigns, and nominees, the sole and exclusive right, title, and interest in and to the Deliverables. The Contractor's obligations to execute acknowledge, and deliver (or cause to be executed, acknowledged, and delivered) instruments or papers such as those described in this Paragraph 36 A., B., and C. shall continue after the termination of this Contract with respect to such Deliverables. In the event the City should not seek to obtain copyright protection, mask work registration or patent protection for any of the Deliverables, but should arise to keep the same secret, the Contractor agrees to treat the same as Confidential Information under the terms of Paragraph above.

**SCOPE OF WORK
CITY OF AUSTIN
2014 SELF-SUFFICIENCY CONTINUUM FOR SOCIAL SERVICES**

1. INTRODUCTION

The overall objective for this competitive solicitation is to establish contracts with community-based organizations for services that promote self-sufficiency across the Life Continuum in an amount approximately \$13,815,227 per 12-month period. The contracted services shall target people who are residents of Austin and/or Travis County with gross income at or below 200% of federal poverty guidelines, with exceptions to this eligibility requirement for services designed specifically for homeless individuals and families and services designed specifically for victims of sexual and domestic violence.

To that end, the City of Austin (City) seeks applications in response to this Request for Applications (RFA) from qualified providers (Applicants) with demonstrated experience in providing social services to children, youth, adults and families, and/or seniors and persons with disabilities with diverse needs along a self-sufficiency continuum. The City requests applications that address social services' self-sufficiency goals across the Life Continuum.

1.1 Self-sufficiency Goals:

- a. Safety Net/Infrastructure Services: Ensure that no person is without such basic necessities as food, clothing, health, shelter, and behavioral health care, or constitutionally-guaranteed legal rights
- b. Transition Out of Poverty: Ensure developmental, educational, employment and other special opportunities for disadvantaged persons to further self-reliance
- c. Problem Prevention: Deter the growth of problem conditions at the individual and community level through education, preventive physical and behavioral health programs, crime prevention and other preventive programs
- d. Universal Support Services: Provide family and societal support services in response to long-term issues such as poverty and new problems created by urbanization and technological advances. These include education, child care, counseling and assistance for the aging, youth, homeless, and unemployed, rehabilitation services and other support rehabilitation services
- e. Enrichment: Encourage personal development and community enrichment through cultural and educational programs

1.2 Life Continuum Categories:

- a. Early Childhood: Represents the critical developmental period from birth through 5 years old. It provides the continuum of care (prevention, intervention, and treatment) that nurtures children to their optimal development in all domains: physical, social, emotional, language, and intellectual. Early childhood services support the evidence that children's development is intertwined with their environments and relationships at home, at school, and in the community, and with the adults in those environments including parents/families, caregivers, teachers, and service providers.
- b. Youth: Focuses on the lives and needs of youth and adolescents, defined as individuals ages 6-21, by addressing areas of opportunity, out of school time, youth enrichment, and healthy development. Through the participation of these programs, youth are given the

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2014 SELF-SUFFICIENCY CONTINUUM FOR SOCIAL SERVICES

tools to successfully transition through the educational continuum to employment; experience physical and emotional well-being; understand learning and training opportunities; and experience positive growth for themselves and their community.

- c. **Adults and Families:** Focuses on assisting adults and families with meeting their essential needs and improving or maintaining their quality of life by providing basic needs, housing and homeless services, behavioral health, workforce development and other social services.
- d. **Seniors & Persons with Disabilities:** With a rapidly growing number of seniors, defined as individuals of 55 years of age or older, and a significant population of people with disabilities, including both physical and mental disabilities, services to these individuals are intended to help them maintain dignity, independent living, housing stability, and to assist with basic needs.

Contracts entered into under this RFA are anticipated to be for an initial three-year period, beginning October 1, 2015, with three one-year renewal options for a total contract period not to exceed six (6) years. All contracts awarded through this solicitation will require authorization of the Austin City Council. The City Council has directed that final contract decisions be consistent with the goals of the Imagine Austin Comprehensive Plan and other community plans outlined in this solicitation.

2. BACKGROUND

A Focus on Self-Sufficiency Across the Life Continuum

In preparation for this RFA, the City engaged a broad range of stakeholders in community conversations and consulted various local, state, and federal action plans and reports. These efforts highlighted issue areas that promote self-sufficiency across the Life Continuum such as: 1) Basic Needs, 2) Behavioral Health, 3) Child and Youth Services, 4) Homeless Services, and 5) Workforce Development.

The following plans and reports identify significant needs in our community, gaps in services, and/or best practices for strategies that foster and support self-sufficiency for individuals and families. This is a partial list of the documents used and does not include all applicable plans and reports.

- a. *School Readiness Action Plan* (May 2012), UnitedWay
- b. *Priority Outcomes for Child and Youth Well-being*, (2012) Ready by 21 Coalition of Central Texas
- c. *Travis County Community Impact Report* (2012), Travis County HHS & VS
- d. *Hunger and Homelessness Survey* (Dec 2012), The U.S. Conference of Mayors
- e. *CAN Community Dashboard* (2012, 2013), Community Advancement Network
- f. *Permanent Supportive Housing Strategy* (September 2010), City of Austin & CSH
- g. *Home Health Quality Initiative* (April 2013), Centers for Medicare & Medicaid Services
- h. *10 Year Plan to End Homelessness* (2010), Ending Community Homelessness Coalition

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2014 SELF-SUFFICIENCY CONTINUUM FOR SOCIAL SERVICES**

- i. *American Community Survey* (2012), U.S. Census Bureau – and the *Travis County Snapshot from the 2012 American Community Survey*, Travis County HHS & VS
- j. *SAMHSA's National Registry of Evidence-based Programs and Practices* (2013), The Substance Abuse and Mental Health Services Administration
- k. *Austin/Travis County Community Health Assessment* (2012), A/TCHHSD, Travis County HHS & VS, Central Health, St. David's Foundation, Seton Healthcare Family, UTHSC
- l. *Mayor's Mental Health Task Force Final Report* (2005), Austin/Travis County Behavioral Health Planning Partnership
- m. *Embracing an Age Diverse Austin: Mayor's Task Force on Aging Report and Recommendations* (2013), Mayor's Task Force on Aging
- n. *Imagine Austin* (2012), City of Austin

As the community's social and economic environment continues to change, the City will invest in social services that focus on promoting and sustaining self-sufficiency for targeted individuals and families across the Life Continuum.

3. PRINCIPAL OBJECTIVE & GOALS

This RFA establishes an open and competitive process which encourages applications that are client-centered and employ evidence-based, research-based or promising practices that promote self-sufficiency across the Life Continuum. This RFA requires the service strategy/strategies proposed be consistent with one or more of the goals outlined below:

- a. Early Childhood:
 - 1. **READY FAMILIES GOALS:** Parents have a secure attachment to their infants and young children. Parents respond appropriately to their children's cues. Families provide stimulating learning experiences for their children prior to school entry. Families are financially stable.
 - 2. **READY SERVICES: EARLY CHILDHOOD EDUCATION GOALS:** Affordable, accessible early education services are available for all families. Available early education services are culturally relevant, healthful, engaging, rigorous, and are of sufficient quality to measurably impact school readiness outcomes.
 - 3. **READY SERVICES: PREVENTATIVE PRIMARY CARE & MENTAL HEALTH GOALS:** Children and family members are linked to preventative physical and mental health services and treatment as needed. Children with developmental delays are referred to appropriate services.
 - 4. **READY CHILDREN GOALS:** Low-income Travis County children ages 0–5 are happy, healthy and prepared for school success.
(School Readiness Action Plan)
- b. Youth:
 - 1. Children, youth and young adults:

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- i. Are physically healthy
 - ii. Are physically safe
 - iii. Respect diversity and demonstrate empathy and pro-social behaviors
 - iv. Engage in community, school and/or extracurricular activities
 - v. Are aware of, appreciate and demonstrate behaviors of personal and social responsibility
 - vi. Have good mental health and are emotionally resilient
 - vii. Avoid risky behaviors
 - viii. Are academically successful
 - ix. Have awareness and positive attitudes about adult careers
 - x. Graduate from high school college- and/or career-ready and prepared for a Life of learning
 - xi. Successfully complete post-secondary education or training
 - xii. Are productive and equipped to reach financial self-sufficiency
- (Ready by 21)**

c. Adults and Families:

1. Basic Needs: Individuals and families have resources for the most fundamental aspects of daily living such as food, housing, utilities, safety and personal care. Basic needs services are often emergency or short-term services provided during/after a crisis or following a prolonged period of extremely limited resources. Typically these needs must be met before an individual or family has the capacity to transition out of poverty and into self-sufficiency.
2. Homeless & Housing Services: People at risk of becoming homeless, the situational homeless and the chronic homeless will be identified early and receive the assistance they need to maintain and receive appropriate housing (***Ending Community Homeless Coalition - ECHO***). People experiencing homelessness have access to a safe and secure environment where they are offered a variety of services, including case management, safe sleep, mental/physical supports, and resource information to address a variety of needs. Individuals and families who have experienced violence or abuse have access to trauma-informed emergency shelter, transitional and/or other housing and support services to stabilize, heal, and build self-sufficiency.
3. Behavioral Health: Austin/Travis County will be a community that promotes the mental and physical health of its residents and all persons of all cultures and all special populations will have access to prevention, intervention, treatment, and recovery support services of substance use disorders and mental illness (***Behavioral Health Planning Partnership***).
4. Workforce Development: Individuals are connected to jobs with good wages, benefits and career path opportunities to transition out of poverty and promote self-sufficiency. In many cases, for individuals to successfully transition into sustained employment, basic adult education and language acquisition services are required in addition to certifications and skills based instruction. Improve access to high quality adult education, including English as a Second Language, General Education Development, Adult Basic Education, computer literacy, financial literacy and health

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literacy to obtain literacy skills necessary for self-sufficiency (*Literacy Coalition of Central Texas*). Reduce disparities in education, employment and income (*Workforce Solutions Strategic Plan, Overarching Goals*).

d. Seniors & Persons with Disabilities:

1. Seniors:

- i. Provide a continuum of services and supports that help older adults “age in place/community” and avoid premature or unnecessary institutionalization (e.g., hospital, nursing homes, etc.)
- ii. Provide services that focus on the cognitive and mental/behavioral health of older adults such as late-life depression, anxiety, suicide prevention, substance abuse, and dementia.
- iii. Ensure access to meaningful opportunities for recreation and social engagement to avoid isolation, loneliness and depression.
- iv. Support family caregivers with services that promote their self-care, health and effectiveness (e.g., respite care, education, therapeutic counseling).
- v. Provide access to safe and affordable housing that allows older adults to age in place and have access to transportation options.

(Mayor’s Task Force on Aging 2013)

2. Persons with Disabilities:

- i. Provide a continuum of services and supports throughout the person’s Life to remain in community-based settings and avoid institutionalization (e.g., State Supported Living Center, prison, nursing homes, etc.).
- ii. Provide services and resources that support families and caregivers for the Life of the person with a disability (e.g., respite care, education, transitional services, etc.).
- iii. Provide access to affordable housing options that include accessible transportation opportunities to work, healthcare, shopping, education and play.
- iv. Provide opportunities for persons with disabilities to be employed in non-segregated, regular workplaces.
- v. Ensure access to meaningful day activities for adults with disabilities to avoid isolation, depression, and victimization

(Intellectual and Developmental Disabilities Coalition; “Community Integration for People with Disabilities: Key Principles.”)

4. CONNECTION TO IMAGINE AUSTIN

The Applicant shall indicate how the proposed strategy/strategies correspond to the Imagine Austin Comprehensive Plan vision statement and one or more of its core mission statements.

The Imagine Austin Comprehensive Plan vision statement states:

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“Austin is a beacon of sustainability, social equity, and economic opportunity; where diversity and creativity are celebrated; where community needs and values are recognized; where leadership comes from its citizens, and where the necessities of life are affordable and accessible to all.”

Imagine Austin’s core mission statements, as they relate to the City’s social service investments, are as follows:

Austin is Livable: All residents have a variety of urban, suburban, and semi-rural lifestyle choices with access to quality schools, libraries, parks and recreation, health and human services, and other outstanding public facilities and services.

- a. Austin’s diverse population is active and healthy, with access to locally-grown, nourishing foods and affordable healthcare

Austin is Educated: Austin provides everyone with an equal opportunity for the highest quality of education that allows them to fully develop their potential. Networks of community partnerships support our schools and ensure that our children receive the resources and services they need to thrive and learn.

- a. Our school campuses provide safe and stable environments enabling future success
- b. Every child in Austin has the chance to engage with other cultures, communities, and languages, providing pathways for healthy development and the critical thinking skills students need as future citizens of Austin and the world.

Austin is Prosperous: Austin’s prosperity exists because of the overall health, vitality, and sustainability of the city as a whole — including the skills, hard work, and qualities of our citizens, the stewardship of our natural resources, and developing conditions that foster both local businesses and large institutions.

- a. Equitable opportunities are accessible to all through quality education, training, and good jobs

Austin Values and Respects its People: Austin is its people. Our city is home to engaged, compassionate, creative, and independent thinking people, where diversity is a source of strength, and where we have the opportunity to fully participate and fulfill our potential. People across all parts of the city and of ages and income levels live in safe, stable neighborhoods with a variety of affordable and accessible homes with access to healthy food, economic opportunity, healthcare, education, and transportation

<http://assets.austintexas.gov/webiacpfullreduced.pdf>.

5. PROGRAM STRATEGIES & TARGET POPULATION

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The City is intentionally leaving program strategies and target population options open beyond the criteria listed in this section for the areas described above, allowing Applicants to propose solutions to maintain, improve, or promote self-sufficiency throughout the Life Continuum in an effective and successful manner for the target population identified. Applicants are encouraged to incorporate strategies that reflect evidence-based or promising practices and the proposed strategies shall be aligned with the Life Continuum goals outlined in Section 3 of this RFA.

The Applicant shall clearly identify the primary Life Continuum category addressed by their application. Any additional Life Continuum category/categories being addressed shall also be identified. Applicants may propose multiple strategies either within the same application or in separate applications as appropriate for their targeted population(s).

Applicants shall clearly identify the target population(s) they plan to serve. If applicable, Applicants shall describe how they will serve clients who have a criminal history.

The services the City will purchase will include the following characteristics:

- a. Are client-centered with a holistic approach
- b. Serves high-risk clients living at or below 200% of poverty with significant and/or multiple barriers to self-sufficiency and stability
- c. Are Integrated with the community to improve access to supportive services
- d. Links client and services to other City-funded or City-operated services

The Applicant shall also provide data to demonstrate the need for the strategy/strategies being proposed. Data should include but is not limited to:

- a. Target Population demographic/Census data
- b. Target Population unmet need(s)
- c. Applicant's trends in Target Population unmet need(s)
- d. Waiting list information (if applicable)
- e. Data from community databases, such as Homeless Management Information System, showing Target Population unmet need(s) (if applicable)

If the proposed strategies cut across the Life Continuum and or are collaborative/cooperative with other service providers, Applicants shall indicate how the proposed strategies will be implemented to successfully reach individuals in multiple Life Continuum categories and/or how the proposed collaborative/cooperative will successfully work together to maximize service delivery to the target populations. For the purposes of this RFA, the terms "collaborative" and "cooperative" are defined below:

- Collaborative: a consortium with a lead agency/fiscal agent and subcontractors
- Cooperative: a consortium with a lead agency working in partnership with one or more other agencies

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Applicants may submit one or more applications as a primary contractor and may choose to participate as a subcontractor or partner in another application.

6. OUTCOMES & OUTPUTS

One or more of the following high-level outcomes designed to demonstrate progress in self-sufficiency through the Life Continuum is required for all applications. Additional outcomes may also be proposed which show the connection to primary and secondary Life Continuum category/categories, if applicable.

1. Percent of households that maintain housing or transition into housing
2. Percent of individuals who maintain or increase income
3. Percent of individuals who make progress toward treatment plan goals
4. Percent of children and youth who progress to the next developmental or academic level
5. Percent of individuals who demonstrate improved life skills and/or knowledge

All applications shall also include the following high-level output. Additional outputs may also be proposed which show the connection to primary and secondary Life Continuum category/categories, if applicable.

1. Number of unduplicated clients served per 12-month contract period
2. Number of unduplicated clients served during the initial 36-month contract period

7. ELIGIBILITY REQUIREMENTS

The eligibility requirements for this RFA are outlined in Section 0620 – Client Eligibility Requirements. The City requires all awarded agencies to maintain a complete and current record of client eligibility throughout the entire contract period (e.g. client file or electronic record) that includes documentation of the elements listed in Section 0620.

Applicants may propose alternate eligibility criteria from the requirements in Section 0620 for the proposed target population(s). If applicable, Applicants shall clearly define the proposed alternate eligibility criteria.

Applicants shall describe how the City Client Eligibility Requirements (Section 0620) or the proposed alternate eligibility criteria will be documented for the target population(s) identified in the application.

8. FUNDING INFORMATION

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- a. \$13,815,227 is available per 12-month period for all Life Continuum categories for a total three-year amount of \$41,445,681 dependent upon Austin City Council approval.
 - 1. The following funding amounts are available for each Life Continuum category per 12-month period:
 - i. Early Childhood - \$949,416
 - ii. Youth - \$1,961,339
 - iii. Adults and Family - \$7,327,622
 - iv. Seniors and People with Disabilities - \$813,804
 - v. \$2,763,045 is available to be awarded in any Life Continuum category
- b. Applicants shall apply for at least \$50,000 per 12-month period.
- c. It is the City's intent to provide initial three-year contract with three (3) one-year renewal options, for a total contract period not to exceed six (6) years. The initial three-year contract funding period will be October 1, 2015, through September 30, 2018.
- d. The City of Austin reserves the right to adjust the contract amount or scope of work over the contract period based on community needs, applicant's ability to expend funds in a timely manner or any other factor. When the City determines adjustments need to be made, the City will provide at least 90-day notice to the contractor.

9. ELIGIBLE APPLICANTS

- a. Any nonprofit or governmental agency that can legally contract with the City (as verified by the City Purchasing Office).
 - 1. City policy does not permit entering into a contract with an entity that owes taxes to the City.
 - 2. The Applicant and its principals may not be currently suspended or debarred from doing business with the Federal Government, as indicated by the United States General Services Administration list of Parties Excluded from Federal Procurement and Non-Procurement Programs, the State of Texas, or the City of Austin.
- b. Applicants shall be able to meet the City's insurance requirements for social service contractors. See the insurance requirements in Section 0400 of the RFP.
- c. Applicant's two most recent consecutive audit years:
 - 1. Shall reflect an unqualified and/or unmodified audit opinion
 - 2. Shall not reflect a "Going Concern Uncertainty"
 - 3. Shall not reflect financial management issues unless Applicant can provide evidence that necessary changes have been implemented.
- d. Applicant's Board of Directors shall:
 - 1. Have specific terms delineated by a beginning and ending date
 - 2. Meet in person a minimum of three times per fiscal year
 - 3. Have a process to review program performance, approve budgets, review financial performance and approve audit reports.
- e. Within the last five years, the Applicant shall have a minimum of two years successful experience working with the proposed target populations and providing the proposed services to clients.

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All Applicants must submit the following documents in a sealed envelope in the same package as their application:

- a. Completed Application Threshold Checklist (Section 0610)
- b. Current Board of Directors by-laws
- c. Approved Board of Directors minutes during the previous fiscal year reflecting the Board has a documented process that:
 - a. reviews program performance
 - b. approves budgets
 - c. reviews financial performance
 - d. approves audit reports
- d. Copy of the most recently filed 990 or 990 EZ, or Extension to File documentation (no older than FY 2012)
- e. A complete set of audited financial statements which include the auditor's opinion and any management letters, covering the two most recent consecutive audit years

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APPLICATION SUBMISSION REQUIREMENTS

The Applicant must submit its response in two **SEPARATE** sealed envelopes.

ENVELOPE #1 – THRESHOLD REVIEW

This sealed envelope must contain the following:

1. **Application Threshold Checklist – Section 0610**
2. Required Attachments

The envelope should be labeled: **THRESHOLD REVIEW CHECKLIST**
[NAME OF AGENCY]
[NAME OF PROPOSED PROGRAM]

ENVELOPE #2 – APPLICATION DOCUMENTS

This sealed envelope must contain the following:

1 original and 6 CDs or flash drives each containing all the elements below:

1. Executive Summary
2. Application
3. Attachments

The envelope should be labeled: **APPLICATION DOCUMENTS**
[NAME OF AGENCY]

BOTH SETS OF ENVELOPES SHOULD BE SHIPPED IN A BOX (OR BOXES) WITH THE SOLICITATION NUMBER **EAD0116 CLEARLY MARKED ON THE OUTSIDE AND IDENTIFY WHICH ENVELOPE IS IN WHICH PACKAGE.**

Executive Summary

The Executive Summary cannot exceed two (2) pages using the Application Format guidelines listed below and must include:

1. A brief description of the Applicant

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2. A brief description of how the application will address the primary self-sufficiency goal and Life Continuum category identified
3. A brief description of any additional self-sufficiency goals and/or Life Continuum categories addressed
4. A brief description of the need of the target population(s) for the strategy/strategies being proposed
5. A brief summary of the proposed program strategy/strategies
6. The amount of funding requested
7. A statement of the Applicant's compliance with all applicable rules and regulations of Federal, State and Local governing entities is required. The Applicant must state compliance with all terms of this Request for Application (RFA).

Application Evaluation

An application must address each item in Parts I, II, & III, outlined below, in order to be considered responsive to the goals of this RFA. Part IV is optional and is not required in order for an application to be considered responsive to the goals of this RFA. A total of 100 points may be awarded to the application in Parts I, II, & III below with an additional 25 bonus points available in Part IV for a potential of 125 total evaluation points. The maximum score per section is noted at the beginning of each section. All responses will be evaluated as to how the proposed program aligns with the goals of this RFA and whether each required response to the evaluation factors has been adequately addressed.

Application Format

The Applicant must use size 12 Times New Roman font. An original Application must be printed double-spaced on single-sided 8½ x 11 inch plain white paper with 1" margins and no Page Scaling. Do not submit booklets, pamphlets, or other bulky items. Do not use covers, card stock, staples, binders, notebooks, or dividers with tabs. Fasten the proposal with binder clips only.

An application cannot exceed **25 (twenty-five) pages**, excluding executive summary, table of contents, signed certifications, budget forms, MOUs, logic models, resumes, job descriptions or other required attachments outlined in the sections below. An **additional 5 (five) pages** is allowed if an application responds to any or all of the items in Part IV of this RFA.

The actual application itself should be organized and labeled using the following

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informational sequence:

Part I – Program Overview and Strategy

Total points: 70

A. Connection to the Self-Sufficiency Goals and Life Continuum Categories

Applicants must use Section 0615 – Connection to Self-Sufficiency Goals and Life Continuum Categories to identify the primary self-sufficiency goal and Life Continuum category the application addresses.

1. Provide information on how the application meets the primary self-sufficiency goal and Life Continuum category.
 - a. If additional self-sufficiency goals and Life Continuum categories are addressed, Applicants must use Section 0615 – Connection to Self-Sufficiency Goals and Life Continuum Categories to identify the secondary self-sufficiency goal(s) and Life Continuum category/categories the application addresses. Applicant must also provide information on how the application meets the additional self-sufficiency goal(s) and/or Life Continuum category/categories in Part IV – Bonus Evaluation Points, Section A – Connection to Additional Self-Sufficiency Goal(s) and Life Continuum Category(ies).

For a detailed description of the Self-Sufficiency Goals and Life Continuum Categories, see Section 0500 – Scope of Work: Section 1 – Introduction, 1.1 & 1.2.

B. Target Population(s) for the Goal(s)

1. Describe the target population(s) that will be served and if this population is similar to or different from your current service population.
 - a. If the target population(s) is similar to your current service population, please provide a description of your experience and success working with this population.
 - b. If the target population(s) is different from your current service population, describe the modifications and new strategies you will implement to serve the new target population(s).
2. Provide data and data source(s) to demonstrate the need of the target population(s) for the strategy/strategies being proposed. Data should include but are not limited to:
 - a. Target population demographic/Census data
 - b. Quantified target population unmet need(s)
 - c. Applicant's trends in target population unmet need(s)
 - d. Waiting list information (if applicable)
 - e. Data from community databases, such as Homeless Management Information System, showing target population unmet need(s) (if applicable)

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3. Describe the strategy/strategies that will be implemented to serve clients with a criminal history.
4. Describe how the Client Eligibility Requirements (Section 0620) will be documented for the target population(s) identified in the application.
 - a. If alternate eligibility criteria are being proposed, define the alternate eligibility criteria and provide justification about why the alternate eligibility criteria are appropriate for the proposed strategy/strategies. Also describe how the alternate eligibility criteria will be documented for the target population(s) identified in the application.
5. Describe how the agency will ensure all four of the following National Culturally and Linguistically Appropriate Services (CLAS) Standards in Health and Health Care (<http://minorityhealth.hhs.gov/templates/browse.aspx?lvl=2&lvlID=15>) are in place to ensure cultural and language differences are not a barrier to services.
 - a. Educate and train governance, leadership, and workforce in culturally and linguistically appropriate policies and practices on an ongoing basis.
 - b. Offer language assistance to individuals who have limited English proficiency and/or other communication needs, at no cost to them, to facilitate timely access to all health care and services.
 - c. Inform all individuals of the availability of language assistance services clearly and in their preferred language, verbally and in writing.
 - d. Ensure the competence of individuals providing language assistance, recognizing that the use of untrained individuals and/or minors as interpreters should be avoided.

Agencies are encouraged to implement all 15 CLAS Standards listed on the website identified above.

C. Program Strategy to Accomplish the Goals

1. Describe the program strategy/strategies.
2. Describe how the proposed strategy/strategies reflect evidence-based, research-based, or promising practices. Explain the rationale behind the program design. Include which level of evidence the program model falls in, according to the Section 0635 - Defining Evidence Guideline, and how this design meets the specific needs of the target population(s) identified in the application.
 - a. If the program falls in the category of evidence-based or research-based, provide a description of evidence used, including source(s), and method for ensuring program model fidelity. Provide a logic model for innovative approaches.
 - b. If the program falls into the category of “promising practice,” include (a) a logic model as an attachment to the application and (b) a brief plan for evaluation.
3. Describe how the program strategy/strategies align with one or more of the goals outlined in Section 0500 – Scope of Work: Section 3 – Principal Objective and Goals.

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4. Describe how the program strategy/strategies correspond to the Imagine Austin Comprehensive Plan vision statement and one or more of its core mission statements (Section 0500 – Scope of Work: Section 4 – Connection to Imagine Austin).
5. Describe any barriers and challenges the target population(s) may encounter accessing services and how these barriers and challenges will be mitigated.
6. If the proposed strategy/strategies reach individuals in multiple Life Continuum categories and/or are collaborative/cooperative with other service providers, describe how the proposed strategies will be implemented to successfully reach individuals in multiple Life Continuum categories and/or how the proposed collaborative/cooperative will successfully work together to maximize service delivery to the target populations.
7. Describe any barriers and challenges you may encounter implementing the proposed strategy/strategies and how you will overcome them.
8. Describe any subcontractor partnerships funded under this application and informal relationships with service providers not funded under this application. Describe how they are necessary and/or appropriate for the strategy/strategies proposed.
9. Describe the project activities.
10. *For Applicants proposing homelessness prevention and/or homeless intervention services:* Applicants will be required to adhere with the City of Austin Health and Human Services Department Homeless Housing Habitability Standards. Describe how your organization will comply with the requirements outlined in Section 0625 – Homeless Housing Habitability Standards.

D. Performance Measures – Impact on the Goals

Applicants must use Section 0640 – Program Performance Measures and Goals to indicate their specific Output and Outcome Measures.

1. Describe how the Applicant will calculate the required and any other proposed outputs and outcomes.

Output Measures

All applications must include the following high-level outputs:

1. Number of unduplicated clients served per 12-month contract period
2. Number of unduplicated clients served during the initial 36-month contract period

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Additional outputs may also be proposed which show the connection to primary and secondary Life Continuum category/categories, if applicable.

Outcome Measures

All applications must include one or more of the following high-level outcomes designed to demonstrate progress toward self-sufficiency through the Life Continuum:

1. Percent of households that maintain housing or transition into housing
2. Percent of individuals who maintain or increase income
3. Percent of individuals who make progress toward treatment plan goals
4. Percent of children and youth who progress to the next developmental or academic level
5. Percent of individuals who demonstrate improved life skills and/or knowledge

Additional outcomes may also be proposed which show the connection to primary and secondary Life Continuum category/categories, if applicable.

E. Service Coordination

1. Describe how the Applicant coordinates their services with services being provided by other agencies relevant to the proposed strategy/strategies in order to minimize duplication and maximize client access to services.
2. Describe how the Applicant coordinates with other agencies (i.e. to refer and receive clients, to provide comprehensive services, etc.). If you are not currently coordinating with other agencies, what is your plan for establishing coordination?
3. If applicable, attach any program Memoranda of Understanding (MOU) and explain how this arrangement improves service delivery to clients.
4. Describe how clients will be connected to mainstream resources/public benefits (Supplemental Nutrition Assistance Program, Temporary Assistance for Needy Families, Medical Assistance Program, etc.) and/or other City-funded services in order to maximize self-sufficiency.
5. Describe any additional services, not included in this application, which will be provided to the target population and how they will access those services initially and over time.
6. *For Applicants proposing homelessness prevention and/or homeless intervention services:* Describe how your organization has participated in planning for the Coordinated Assessment initiative (<http://austinecho.org/the-solution/coordinated-assessment/> and https://www.onecpd.info/resources/documents/Coordinated%20Assessment_3.20.12.pdf) and how your organization will coordinate and collaborate with this community initiative

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throughout the funding period.

F. Community Planning Activities

1. Describe Applicant's involvement in community planning activities that are specific to the services proposed in this application.
2. Describe Applicant's involvement in any other relevant community planning activities.

G. Overall Evaluation Factors Regarding Applicant

1. Describe the Applicant's experience within the last five (5) years managing relevant local, state, and/or federal contracts and include the contact information of the funder for the contract(s) identified, e.g., Funder Contract Manager's name, title, and phone number.
 - a. The Applicant must describe any relevant City of Austin Health and Human Services Department funding received within the last five (5) years.

Attach all monitoring reports received within the previous 24 months of administering the relevant City of Austin Health and Human Services Department, other local, state, and/or federal contracts.

2. Describe experience within the last five (5) years working with the target populations proposed in this Application.
3. Describe experience within the last five (5) years providing services identical and/or similar to those proposed in this application.

H. Data Management and Program Evaluation

1. Describe past successes and challenges with data management and reporting, including past experience utilizing an electronic data system.
2. Describe how data are used for identifying problems in strategies, service delivery and expenditures, steps to determine corrective actions, and how the Applicant will ensure corrective actions will be effective.
3. If applicable, describe the process used to collect data from collaborations/cooperatives in a timely manner.
4. *For Applicants proposing homelessness prevention and/or homeless intervention services:*

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Applicant will be required to utilize the Local Homeless Management Information System (HMIS) to track and report client information for individuals who are at risk of homelessness or who are homeless. Please explain how your organization will comply with the requirements outlined in Section 0630 – Homeless Management Information System (HMIS) Reporting Requirements.

I. Staffing Plan

1. Describe the overall staffing plan to accomplish activities including project leadership and reporting responsibilities. Provide justification which indicates the staffing plan is appropriate for the proposed strategy/strategies.
2. Using Section 0645 – Program Staff Positions and Time, list the project staff by title and the percentage of each position's time to be spent on the program.
3. Attach resumes or position descriptions for key staff to perform the described services and/or activities.

Part II – Cost Effectiveness

Total points: 20

Applicants are required to submit a budget of at least \$50,000 per 12-month period (a minimum of \$150,000 for the initial 36-month period) and provide the following information to describe the budget necessary to accomplish the proposed strategy/strategies.

The application will be evaluated on how well it addresses all of the following:

A. Budget

1. A summary description of the budget justification for the program strategy/strategies is required.
 - a. Applicants must use Section 0650 – Program Budget and Narrative to provide the required budget information. All expenses should be identifiable, reasonable, and necessary.
 - b. All subcontractors in this application who will receive City funds must be included in the program budget and the Applicant shall provide separate details for each subcontractor in the Program Subcontractors form located in Section 0650 – Program Budget and Narrative, page 3.
2. Describe the Applicant's fundraising and administrative percentage, calculated from its most recent Form 990. To do so, add the amount in Part IX (Statement of Functional

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Expenses), Line 25, Column C (Management and General Expenses) to the amount in Line 25, Column D (Fundraising Expenses), and divide the sum by Part VIII (Statement of Revenue), Line 12, Column A (Total Revenue), and multiply the result by 100. No other methods may be used to calculate this percentage.

For organizations that filed the short form (IRS Form 990EZ), utilize the long form (IRS Form 990) at <http://www.irs.gov/pub/irs-pdf/f990.pdf> (and instructions <http://www.irs.gov/pub/irs-pdf/i990.pdf>) to determine your fundraising and administrative percentage calculation. Your organization is not required to complete and resubmit the entire long form to the IRS, but must determine the calculation from the long form (IRS Form 990) parts identified above.

B. Cost per Client

1. Describe the average cost per City client served. In the description, detail the calculation used to derive the average cost.
2. If applicable, describe the average cost per client served from all funding sources. In the description, detail the calculation used to derive the average cost.
3. Describe the average cost per client achieving each of the performance measures proposed. In the description, detail the calculation used to derive the average cost.
4. Provide justification which indicates the proposed cost is appropriate for the proposed strategy/strategies.
5. Describe the return on investment/social impact the proposed strategy/strategies will make.

C. Program Funding Summary

1. Using Section 0655 – Program Funding Summary, provide an overview of all funding sources the Applicant will use for the proposed project.

Part III – Local Business Presence

Total points: 10

Local Business Presence: The City seeks opportunities for businesses in the Austin Corporate City Limits to participate on City contracts. A firm (Offeror or Subcontractor) is considered to have a Local Business Presence if the firm is headquartered in the Austin Corporate City Limits, or has a branch office located in the Austin Corporate City Limits in operation for the last five (5) years. The City defines headquarters as the administrative center where most of the

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important functions and full responsibility for managing and coordinating the business activities of the firm are located. The City defines branch office as a smaller, remotely located office that is separate from a firm's headquarters that offers the services requested and required under this solicitation. Points will be awarded through a combination of the Offeror's Local Business Presence and/or the Local Business Presence of their subcontractors.

1. Using Section 0605 – Local Business Presence Identification Form provide the information requested regarding the Applicant and Subcontractor(s), if applicable.

Team's Local Business Presence	Points Awarded
Local business presence of 90% to 100%	10
Local business presence of 75% to 89%	8
Local business presence of 50% to 74%	6
Local business presence of 25% to 49%	4
Local presence of between 1 and 24%	2
No local presence	0

Part IV – Bonus Evaluation Points

Total points: 25

A. Collaborations/Connection to Additional Self-Sufficiency Goal(s) & Life Continuum Category(ies)

Maximum 10 points

A maximum of 10 points will be awarded for Applicants who successfully propose a collaborative, as defined in this solicitation, and/or meets additional self-sufficiency goal(s) and/or Life Continuum category/categories. Applicants will be awarded up to the point values indicated below:

- **Collaboration:**
 - A maximum of 5 points will be awarded for Applicants who successfully demonstrate how the proposed collaborative will work together to maximize service delivery to the target populations **or**
 - A maximum of 10 points will be awarded for Applicants who successfully demonstrate how the proposed collaborative will work together to maximize service delivery to the target populations **and** successfully demonstrate how the application

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meets additional Self-Sufficiency Goal(s) **and/or** Life Continuum category/categories.

OR

- **Connection to Additional Self-Sufficiency Goal(s) & Life Continuum Category(ies):**
 - A maximum of 5 points will be awarded for Applicants who successfully demonstrate how the application meets additional Self-Sufficiency Goal(s) **or**
 - A maximum of 10 points will be awarded for Applicants who successfully demonstrate how the application meets additional Self-Sufficiency Goal(s) **and** Life Continuum category/categories.

Applicants must use Section 0615 – Connection to Self-Sufficiency Goals and Life Continuum Categories to indicate the secondary self-sufficiency goal(s) and Life Continuum category/categories their application addresses.

1. If applicable, describe how the proposed collaborative will successfully work together to maximize service delivery to the target population(s).
2. If applicable, provide information on how the application meets the additional self-sufficiency goal(s) and/or Life Continuum category/categories.

For a detailed description of the Self-Sufficiency Goals and Life Continuum Categories, see Section 0500: Section 1 – Introduction, 1.1 & 1.2.

B. Leveraging

5 points

For purposes of this solicitation, “leveraging” is specifically defined as follows.

- Leveraged funding is a situation where City funding for the proposed program is required by a third-party funder in order to retain the existing third-party program funding and/or obtain new third-party funding. Applicant must either:
 - currently receive third party funding that will no longer be received by the Applicant if it does not receive City funding for the program, or
 - Applicant has received a notice of funding award from a third-party funder that is contingent upon receiving City funding for the proposed program.In other words, leveraged funding is current and/or committed third-party funding that will be rescinded, reduced, or withdrawn if the Applicant does not receive an award for the proposed program through this City solicitation.
- Leveraged funding must be direct funding for the program proposed by the Applicant and not funding for Applicant’s other programs or solely for Applicant’s general operations.

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The following types of funding/donations ARE NOT considered “leveraging” under this solicitation and may not be included for consideration:

- Funding from non-City sources that does not specifically require City funding to be awarded to the Applicant for the proposed program.
- Funding and funding opportunities that are anticipated but for which the Applicant has not received a notice of funding/award.
- Any type of in-kind, non-cash revenue such as time, expertise, or commodities.
- Anticipated “Return on Investment” benefits for the Applicant or for the community as a whole.

For each leverage opportunity, provide the following information:

1. Identify the third party which requires that the Applicant receive City funding for the program in order to be awarded the third-party funds.
2. Provide the name of the grant, award, or program under which the third-party funds are/will be awarded to the Applicant, the term of the third-party funding, and the amount of third-party funding contingent upon receiving City funding under this solicitation.
3. Specify the date(s) during which the third party requires that the Applicant to receive City funding in order to be awarded the third-party funds.
4. Describe the quantified impact on the proposed program if the Applicant does not receive City funding under this solicitation.
5. Provide contract or other documentation that confirms the requirement of City funding in order to receive the third-party funding as an attachment to the application.

C. Healthy Service Environment

Maximum 10 points

A maximum of 10 points will be awarded for Applicants who create a healthy service environment for their clients, visitors, and staff. Applicants will be awarded the point values indicated below for having implemented or agreeing to implement prior to 10/01/15 any or all of the four (4) Healthy Service Environment policies with a maximum award of 10 points for all four (4) policies described below.

- **Tobacco-free Campus (3 points)** - Applicant has established and is enforcing a tobacco-free worksite policy and has developed initiatives and programming that promotes tobacco-free living. A tobacco-free campus policy states:

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- Use of tobacco products of any kind are not permitted on any property owned, leased, or rented by the organization (indoors and outdoors). This also includes parking areas and company cars. The policy applies to all employees, subcontractors, temporary workers and visitors.
 - **Mother-Friendly Workplace (3 points)** - Applicant actively promotes and supports breastfeeding by employees and maintains a written worksite lactation support policy that is regularly communicated to employees. The policy includes:
 - employer provides work schedule flexibility, including scheduling breaks and work patterns to provide time for expression of milk;
 - the provision of accessible locations allowing privacy;
 - access nearby to a clean, safe water source and a sink for washing hands and rinsing out any needed breast-pumping equipment; and
 - access to hygienic storage alternatives in the workplace for the mother's breast milk (may include the allowance of personal coolers onsite).
 - **Employee Wellness Initiative (3 points)** - The Applicant has a comprehensive Employee Wellness Initiative in place that promotes nutrition, physical activity, tobacco-free living, and the mental health of employees. The initiative encompasses healthy changes to the physical worksite environment as well as formal, written health promotion policies, programs or benefits impacting all employees. The initiative is promoted through educational and issue awareness efforts by the Applicant, signage and a supportive company culture, championed by leadership.
 - **Violence Prevention Policy (1 point)** - The Applicant is committed to providing a safe environment for working and conducting business. The Applicant will not tolerate or ignore behaviors that are threatening or violent in nature. The Applicant has a procedure to provide guidance for identifying and reporting threats and workplace violence.
1. If applicable, describe how the Applicant has implemented one or more of the Healthy Service Environment policies outlined above. Include the approved and signed policy/policies as an attachment to the application.
 2. If applicable, describe how the Applicant plans to implement one or more of the Healthy Service Environment policies outlined above. Include the key personnel, by position name only, responsible for ensuring implementation. Also, describe any technical assistance which will be provided to assist the Applicant to implement the selected policy/policies.

Technical assistance is available from the City of Austin Health and Human Services Department Chronic Disease Prevention and Control Program to assist Applicants in planning and implementing a Tobacco-free Campus policy, Mother-Friendly Workplace policy and Employee Wellness Initiative. They can be contacted at 512-972-6760.

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Additional Information:

Proposal Acceptance Period: All applications shall be valid until award, negotiation, and execution of contracts as directed by Austin City Council.

Proprietary Information: All material submitted to the City becomes public property and is subject to the Texas Open Records Act upon receipt. If a Proposer does not desire proprietary information in the proposal to be disclosed, each page must be identified and marked proprietary at time of submittal. The City will, to the extent allowed by law, endeavor to protect such information from disclosure. The final decision as to what information must be disclosed, however, lies with the Texas Attorney General. Failure to identify proprietary information will result in all unmarked sections being deemed non-proprietary and available upon public request.

Authorized Negotiator: Include name, address, and telephone number of person in your organization authorized to negotiate Contract terms and render binding decisions on Contract matters.

Exceptions: Please be advised that exceptions to any portion of the Solicitation may jeopardize acceptance of the application.

Application Preparation Costs: All costs directly or indirectly related to preparation of a response to the RFA or any oral presentation required to supplement and/or clarify an application which may be required by the City shall be the sole responsibility of the Applicant.

Section 0605: Local Business Presence Identification

A firm (Offeror or Subcontractor) is considered to have a Local Business Presence if the firm is headquartered in the Austin Corporate City Limits, or has a branch office located in the Austin Corporate City Limits in operation for the last five (5) years. The City defines headquarters as the administrative center where most of the important functions and full responsibility for managing and coordinating the business activities of the firm are located. The City defines branch office as a smaller, remotely located office that is separate from a firm's headquarters that offers the services requested and required under this solicitation.

OFFEROR MUST SUBMIT THE FOLLOWING INFORMATION FOR EACH LOCAL BUSINESS (INCLUDING THE OFFEROR, IF APPLICABLE) TO BE CONSIDERED FOR LOCAL PRESENCE.

NOTE: ALL FIRMS MUST BE IDENTIFIED ON THE MBE/WBE COMPLIANCE PLAN OR NO GOALS UTILIZATION PLAN, SECTION 0900 OF THE SOLICITATION.

USE ADDITIONAL PAGES AS NECESSARY

OFFEROR:

Name of Local Firm	Easter Seals Central Texas					
Physical Address	1611 Headway Circle, Building 2 Austin, TX 78754					
Is Firm located in the Corporate City Limits? (circle one)	<input checked="" type="radio"/> Yes			<input type="radio"/> No		
In business at this location for past 5 yrs?	<input checked="" type="radio"/> Yes <input type="radio"/>			<input type="radio"/> No		
Location Type:	Headquarters	<input checked="" type="radio"/> Yes	<input type="radio"/> No	Branch	Yes	<input checked="" type="radio"/> No

SUBCONTRACTOR(S):

Name of Local Firm						
Physical Address						
Is Firm located in the Corporate City Limits? (circle one)	Yes			No		
In business at this location for past 5 yrs?	Yes			No		
Location Type:	Headquarters	Yes	No	Branch	Yes	No

SUBCONTRACTOR(S):

Name of Local Firm						
Physical Address						
Is Firm located in the Corporate City Limits? (circle one)	Yes			No		
In business at this location for past 5 yrs?	Yes			No		
Location Type:	Headquarters	Yes	No	Branch	Yes	No

Executive Summary – Easter Seals Central Texas

Primary Life Continuum Category – Seniors and Persons with Disabilities

Primary Self Sufficiency Goal – Safety Net Infrastructure

Funding Amount Requested - \$ 809,278

For over 75 years, Easter Seals Central Texas (ESCT) has been committed to helping children and adults with disabilities lead productive and independent lives. Our team of highly trained medical staff and nonprofit experts are committed to furthering our mission - together, we promote independence and create opportunities for people with disabilities to pursue their hopes and dreams. In 2013, ESCT served nearly 8,500 people with disabilities, their family members and caregivers through one or more of our five core programs: Community and Housing Services, Early Childhood Intervention, Employment Services, Comprehensive Outpatient Rehabilitation, and Paid Job Training. Children and adults receiving individual care by Easter Seals Central Texas are challenged by a variety of disabilities including: autism, developmental and learning delays, speech and hearing disorders, cerebral palsy, muscular dystrophy and more.

ESCT is the leading provider of disability services in Central Texas and the only provider to offer clinical services on a sliding fee scale. ESCT is committed to helping people with disabilities that have limited access to services due to financial or language barriers. Client payments for services cover only a portion of the expenses associated with the high level of therapeutic care received. Each year Easter Seals Central Texas provides in excess of \$1.4 million in uncompensated care to the local Central Texas area.

ESCT's principal office is located in north Austin and our organization's branch location is in South Austin. The organization's total number of employees is 110; 84 full time and 26 part time.

Program Strategies

All five core programs support a singular goal of providing excellent services so people with disabilities and their families can fully participate in their communities. Each program has a unique strategy rooted to serve the diverse needs of the disability community.

Housing Services Strategy: Provide rental assistance, down payment and closing cost assistance, and accessibility modifications.

Early Childhood Intervention (ECI) Strategy: Provide therapy, case management, and developmental services to children ages 0-3 in the child's home or natural environment. Services are provided primarily in English and Spanish, though there are also clients who speak a variety of languages including Arabic and Vietnamese so services are offered in those languages as well.

Comprehensive Outpatient Rehabilitation Strategy: Provide professional physical, occupational, speech therapy and service coordination as well as audiology in Spanish and English with payment based on a sliding fee scale. Provide parenting support services through educational workshops, classes, and playgroups as well as counseling.

Youth Learning Services Strategy: Provide skill building classes within the public high schools Life Skills Programs and with transition aged students, offer social and technology inclusive activities such as a book club with e-readers.

Adult Services Strategy: Provide professional development and job placement for adults through counseling, assistive technology classes, case management, and follow along services. Provide professional development through paid employment, counseling, and computer literacy classes. Provide mental health counseling. Provide social opportunities for adults with disabilities to learn life skills.

Easter Seals Central Texas will comply with all applicable rules of Federal, State and Local governing entities. In addition, ESCT will comply with all terms of this RFA.

Part 1 – Program Overview and Strategy

A. Connection to the Self-Sufficiency Goals and Life Continuum Categories

Easter Seals Central Texas' primary life continuum category and self-sufficiency goals are, respectively, Seniors and Persons with Disabilities and Safety Net Infrastructure. For over 75 years, Easter Seals Central Texas has been providing disability services to the Central Texas community. The organization's mission is: together, we promote independence and create opportunities for people with disabilities to pursue their hopes and dreams. To achieve our mission, ESCT provides a wide variety of services such as: accessible home modifications and affordable housing, case management and care coordination, computer skills classes, early childhood intervention, job training and support, medical rehabilitation and audiology services, and parenting education and support.

Today, Easter Seals Central Texas is the leading provider of disability services in Central Texas and the only provider of medical rehabilitative services for children and adults with a sliding fee scale in Austin. The sliding fee scale ensures that low income families are able to receive health care.

The organization is currently in the first year of a seven year strategic plan that addresses increasing community based services and maintaining our focus on quality while ensuring our organization is operationally sound. The proposed programs provide essential health services for lower-income people with disabilities, as well as connecting clients with services to get other basic needs met.

B. Target Population(s) for the Goal(s)

- 1) Easter Seals Central Texas' program's target population includes persons of all ages who are residents of Austin with any physical, intellectual, emotional, and/or mental disability.

Services target low-income individuals and families, defined as households that are at or below 200% of the federal poverty level. This population is similar to the organization's current client base.

- a. Over the last 76 years, Easter Seals Central Texas has built a reputation of high quality service for children and adults with disabilities. Through the use of best and promising practices for service delivery, ESCT has been able to advance our practices and better serve our clients over the years. The organization is successful when our clients are successful. Success for each client is based on the goals set in their individualized plan of care. The following is a snapshot of what success for ESCT looks like: a child beginning therapy in a wheel chair but ending his therapy with ESCT walking out the door, frustrated parents learning effective ways to support their child's development and eventually participating in a support group as a mentor, a family, of a person with a disability being able to purchase their first home, a person with a disability receiving accessibility modifications to their existing home thus facilitating independent living within their community., and an adult with a disability joining the workforce and living independently for the first time.

- 2) The number of persons with a disability in the city of Austin is estimated based on the number of persons with a disability in Travis count, multiplied by 80%, the percentage of Travis County residents living in the City of Austin.¹

¹ Texas Workforce Investment Council (2013). *People with Disabilities: A Texas Profile*

- Population of Austin (2012 estimate) – 842,592²
- Estimated number of individuals with disabilities in City of Austin– 72,715
- Estimated number of individuals with disabilities in City of Austin living below the poverty line in 2012 – 18,760³

Persons with disabilities represent the largest minority searching for employment today- over 65% of working age adults with disabilities are unemployed⁴. Without steady income it is almost impossible to pay for the numerous therapy and treatment sessions needed to promote self-sufficiency among this population. In addition to therapy, more than 1/3 of individuals with disabilities need assistive technology in order to take care of them self at home. Easter Seals Central Texas provides the services, training, and support people with disabilities need in order to live as self sufficiently as possible in the most cost effective way possible.⁵

Medical rehabilitation therapy is expensive and there are no low cost clinic options in Austin except for Easter Seals Central Texas. With the new Affordable Healthcare Act, there are very few people without insurance but many families still make too little to afford their costly co-pays and deductibles. With the current economic standing and high unemployment rate in Austin, the program has more clients needing sliding fee scale financial support for outpatient rehab therapies. Individuals/families with private insurance often do not have coverage for speech, occupational, or physical therapy unless it is the result of an injury or an accident. Many sliding fee scale clients need to receive more than one kind of therapy, which requires multiple visits per week in order to fulfill their plan of care goals and improve their condition. For these individuals,

² [United States Census Bureau Website](#)

³ [Cornell University Disability Statistics Online Resource](#)

⁴ [Disabilities Funders Network](#)

⁵ 2004 Harris Poll

out of pocket costs for co-pays are high and difficult to afford. Sliding fee scale rates are adjusted to the client's income and ability to pay for services. There is high demand for sliding fee scale services and there continues to be a wait list for this financial assistance.

In addition, there is a great need for affordable housing in the City of Austin. Our rental and down payment assistance and free accessibility modification programs are in high demand with a wait list with over 50 individuals/families consistently.

3) ESCT complies with cultural competence ethical and legal standards – including when working with clients with a criminal history. In order to best support any clients with a criminal history, ESCT provides the following services:

- Mental Health Counseling
 - Gainful employment
 - Financial literacy
 - Community Referrals program -
 - Transportation
 - On the job training
 - Computer Literacy
 - Food supplementation
- affordable housing, food, medical, clothing etc.

4) ESCT requires all clients fill out intake forms upon enrollment in order to identify and document clients as well as ensure that clients meet our target population requirements. Information collected may include individual's income level, gender, ethnicity, race, age, zip code, county, and diagnosed disability or delay. All rehabilitation services require a physician's referral. All ECI clients must have either a medical diagnosis documented in writing from a doctor or a documented developmental delay, which is determined by an interdisciplinary team and consists of a licensed therapist. Administrative support staff enters this information into the agency's client database and files the hard copy with the

client's record. Numbers are easily generated for reporting purposes this way. The agency is able to easily identify eligible program participants who reside in Austin and who are living at or below 200% of the federal poverty level. Easter Seals Central Texas will ensure compliance with eligibility criteria by continuing to utilize the Personal Income Attestation Form. This form attests that the income information given to the program is accurate over time.

- 5) ESCT subscribes to the National Culturally and Linguistically Appropriate Services Standards in Health and Health Care. It is an organizational priority to integrate cultural information about individuals and groups of people into our clinic's standards and service approach to the best of our ability. ESCT has many bilingual service providers and continues to hire bilingual staff to ensure effective communication between the client, client's family, and service provider. These practices are in place to ensure that cultural and language differences are not a barrier to services at ESCT.

C. Program Strategy to Accomplish the Goals

1) Program Strategies (logic models attached):

- Housing Services Strategy: Provide rental assistance, down payment and closing cost assistance, and accessibility modifications.
- Early Childhood Intervention (ECI) Strategy: Provide therapy, case management, and developmental services to children ages 0-3 in the child's home or natural environment. Services are provided primarily in English and Spanish, though there are also clients who speak a variety of languages including Arabic and Vietnamese so services are offered in those languages as well.

- Comprehensive Outpatient Rehabilitation Strategy: Provide professional physical, occupational, speech therapy and service coordination as well as audiology in Spanish and English with payment based on a sliding fee scale. Provide parenting support services through educational workshops, classes, and playgroups as well as counseling.
 - Youth Learning Services Strategy: Provide skill building classes within the public high schools Life Skills Programs and with transition aged students, offer social and technology inclusive activities such as a book club with e-readers.
 - Adult Services Strategy: Provide professional development and job placement for adults through counseling, assistive technology classes, case management, and follow along services. Provide professional development through paid employment, counseling, and computer literacy classes. Provide mental health counseling. Provide social opportunities for adults with disabilities to learn life skills.
- 2) With over 75 years of experience, Easter Seals Central Texas ensures that every program delivery model is based off of best or promising practices in order to offer the highest value of services to our clients. Each program is implemented with a planned and systematic approach to service delivery.

Housing Services

Housing Services offer a number of supports in order to better the community and promote self-sufficiency among our target population. Housing Services include: rental housing and rental assistance, a home ownership program, and a home repair/accessibility modifications program. For many years, affordable housing has been a priority of the residents of the City of Austin. Most recently, voters approved \$55 million in 2006 and \$65 million in 2013 in general obligation bonds in order to preserve housing options for low-income Austin

residents. In response to the need of the residents of the City of Austin, ESCT has aligned its housing program goals with the goals of programs supported by the housing bonds. Our programs compliment other housing programs by targeting low income persons with disabilities not yet being served.

Even with increased funding and support through multiple housing programs in the City, the need within the community is rather great. Each of our housing programs has an extensive wait list. Benefits and outcomes of the program include: deinstitutionalization, increased independence, community integration, barrier removal, and asset attainment to name a few.

Early Childhood Intervention (ECI)⁶

Early Childhood Intervention (ECI) is a statewide program available to all children 0-3 years old in the state of Texas. It is housed by different agencies and service areas are divided by zip codes. Each agency has a contract with the Texas Department of Assistive and Rehabilitative Services specifying its service area and performance outcomes. All ECI services are provided in the children's natural environments and the philosophy is to empower the child's caregivers with the strategies the children need to develop and succeed. ECI has its own curriculum, taken from evidence-based practices.

Early intervention programs began development in the sixties and over time there has been an increase in evidence to prove that early intervention programs can generate permanent changes in children. The Abecedarian Project was the first early intervention program to work with children as young as six weeks old and focus on intellectual growth rather than

⁶ Avellar, S., Paulsell, D., Sama-Miller, E., & Del Grosso, P. (2013). *Home Visiting Evidence of Effectiveness Review: Executive Summary*. Office of Planning, Research and Evaluation, Administration for Children and Families, U.S. Department of Health and Human Services. Washington, DC.

socio-emotional development. There were “large developmental difference[s]” (Barg & Crane, 2003)⁷ between the treatment group and control group found as early as six months. The Abecedarian project along with a number of other long term follow up projects with similar findings, such as The Milwaukee Project and The Perry Preschool, have helped to develop the current evidence used to improve and advance the ECI curriculum. These projects proved that applying the classic principles of child development in order to create a nurturing environment fosters social, emotional, and cognitive growth (Barg & Crane, 2003). The National Early Childhood Technical Assistance Center (NECTAC)⁸ facilitated a group called the Workgroup on Principles and Practices in Natural Environments. Based on the research literature of early intervention programs, they came up with seven principles - the basis of the ECI curriculum.

1. Infants and toddlers learn best through every day experiences and interactions with familiar people in familiar contexts.
2. All families, with the necessary supports and resources, can enhance their children’s learning and development.
3. The primary role of the service provider in early interventions is to work with and support the family members and caregivers in a child’s life.

⁷ Crane, J., Barg, M. (2003). *Do Early Childhood Intervention Programs Really work*, 1-19

⁸ Workgroup on Principles and Practices in Natural Environments, OSEP TA Community of Practice: Part C Settings. (2008, March). Seven key principles: Looks like / doesn’t look like. Retrieved from http://www.ectacenter.org/~pdfs/topics/families/Principles_LooksLike_DoesntLookLike3_11_08.pdf

4. The early interventions process, from initial contacts through transition, must be dynamic and individualized to reflect the child's and family members' preferences, learning styles and cultural beliefs.
5. Individual Family Service Plan outcomes must be functional and based on children's and families' needs and priorities.
6. The family's priorities needs and interest are addressed most appropriately by a primary provider who represents and receives team and community support.
7. Interventions with young children and family members must be based on explicit principles, validated practices, best available research and relevant law and regulations.

Comprehensive Outpatient Rehabilitation Clinic

The Comprehensive Outpatient Rehabilitation Clinic provides health services to low income individuals ages 3 and older. Services include: occupational therapy, speech therapy, physical therapy, audiology, and service coordination. The Clinic uses evidence based client and family-centered practices so adults and children can achieve their health goals. Consistent medical rehabilitation therapies are essential for persons with disabilities to maintain and improve mobility, perform activities of daily living such as self care, as well as improve hearing and communication. These therapies are proven effective in treating many symptoms of many disabilities. Therapists are trained in their practice to manage the care of each client based on their individual needs. Therapies consist of many tasks performed by clients in order to promote development and overcome deficiencies.

There are many studies that prove the effectiveness of different therapeutic techniques. Every client's needs differ but randomized controlled trials have been used to prove the effectiveness of many techniques, the following information explains the most common therapeutic techniques used at ESCT. Easter Seals Central Texas practices both aquatic and land based physical therapy programs. In case studies of children between the ages of 5 and 7 with varying disabilities 'improvements in endurance, ease of ambulation and walking speed, muscle strength, and walking balance and behavioral responses were reported" through aquatic exercise therapy programs (Frangala-Pinkham et al., 68).⁹ Land-based physical and occupational therapy interventions include constraint-induced movement therapy; a practice used to improve gross motor functional outcomes in people with hemiparesis, a common characteristic found in patients with cerebral palsy. Studies show that "pediatric [Constraint-Induced] therapy produced major and sustained improvement in motor function in" patients with hemiparesis (Taub et al., 305)¹⁰. Speech therapy techniques include the Lidcombe Program for early stuttering intervention¹¹, a program that involves structured and unstructured conversations with parents and the therapist.

Along with therapy, the Rehab Clinic also offers Parenting Support and Training (PST). PST was designed to benefit low income, at risk families with children with a developmental delay, disability, and/or behavioral issues. In order to cater to this population's time and transportation

⁹ Frangala-Pinkham, M.A., Dumas, H.M., Barlow, C.A., Pasternak, A. *An Aquatic Physical Therapy Program at a Pediatric Rehabilitation Hospital: A Case Series*. 2009; 68-78

¹⁰ Taub, E., Landesman, R., DeLuca, S., Echols, K. *Efficacy of Constraint-Induced Movement Therapy for Children With Cerebral Palsy With Asymmetric Motor Impairment*. 2013; 305-312

¹¹ Guitar, B., Miller, B. *Long-Term Outcome of the Lidcombe Program for Early Stuttering Intervention*. *American Journal of Speech-Language Pathology*. 2009; 42-49

constraints as well as diverse educational levels and learning preferences, PST delivers training using the Nurturing Parent Program® model¹².

The Nurturing Parent Program® is an evidence based program model that caters to the needs of our client base. The Nurturing Parent Program® topics are self-contained and can be taught as a single session or grouped as multiple short term sessions. The ability to choose the topic best suited to the needs of the parent for one to four sessions provides versatility and flexibility needed by many families. Often our target populations are unable to sustain longer term commitments to classes due to conflicts with work schedules, transportation issues, and other family issues that arise. The Nurturing Parent Program® has demonstrated efficacy for the following populations: teen parents, parents with children with disabilities and delays, and parents to be. The Nurturing Programs are recognized by National Registry of Evidenced-based Programs and Practices (NREPP), Substance Abuse and Mental Health Services Administration (SAMHSA), Office of Juvenile Justice and Delinquency (OJJDP), Center for Substance Abuse Prevention (CSAP) and Child Welfare League of America (CWLA).

Service Coordination is designed to help individuals and families receive local services that improve self sufficiency and individual developmental outcomes. Service Coordination links clients to food, shelter, clothing, transportation, and public healthcare options. Austin residents are able to drop in to ESCT or call in to the agency to receive information regarding local disability and basic needs services.

Youth Learning Programs

¹² <http://www.nurturingparenting.com/>

The Youth Learning Programs are targeting at high school and transition aged young adults participating in area high school Life Skills Programs. ESCT Youth Learning Programs offer skill building classes that focus on the relevance of technology in everyday life. Students who participate in these classes work on creating resumes, searching and applying for jobs online, and mock interview practice all while developing technology skills.

The unemployment rate for people age 16 and over with a disability was 13.2% in 2013 and so far trends show that percentage increasing in 2014. The unemployment rate for people aged 16 and over without a disability in 2013 was 7.1% but that percentage seems to be trending downward in 2014¹³. Without technology training and pre-employment skills training, many of the students in area high school Life Skills Programs are less qualified for employment than their peers. Benefits and outcomes of the Youth Learning Services include: empowering youth with disabilities through skill building, increased self-sufficiency, decreased social isolation among target population, and equal opportunity for employment among youth ages 14 to 26.

Adult Services

Adult Services promote self-sufficiency through life and social skill building classes, assistive technology training, professional development through on the job training and follow up career support. The goal is to have a team of staff that addresses all the needs of the participant so that they can better live in their communities.

The Independent Living Program teaches life skills needed for adults with disabilities to live independently. Basic Skills include access to transportation, social skills, financial management, computer skills, cooking and outings in the community that all aid in self-sufficiency.

¹³ Data Sources: Bureau of Labor Statistics

Supported Employment helps individuals with disabilities to find jobs that are suited to their skills and limitations. Upon obtaining employment the client is able to increase pre-employment income and gain the tools to maintain independence. Then, the Follow Along Program follows an individual from the time of employment throughout the life of the job. Follow Along provides the long-term supports needed for individuals with disabilities to maintain their employment, have an advocate on the job, and offer job-coaching as needed.

Mental health counseling and case management will be offered by professional staff to clients needing additional supports to deal with dual diagnosis issues of Substance abuse and mental health as well as learn the life skills needed to maintain employment. Participants in the paid job training program will be the primary recipients of counseling services, however all program participants are eligible for professional services as deemed necessary by client and program staff. Individuals in Paid Job Training have been referred via Austin Transitional Center, other law enforcement and community programs or individuals. The trainees undergo an interview process, screening, orientation and brief assessment by mental health staff to enter the Paid Job training program. Over a 60 day period of time, supports are given to Paid Job Trainees to help them maintain employment. History has shown that, maintaining employment is a significant factor in reducing recidivism. In addition, if an ex-offender is able to maintain employment and stable housing, the likelihood of returning to prison is further reduced. Mental Health staff offer on the job counseling, access to resources, wrap around services (such as financial literacy, book club, and computer literacy, etc.), referrals for housing, assistance in meeting educational goals (such as GED or enrolling in community college) and any other supports needed. There is no limit to the amount of sessions received. Program participants are also eligible for on-going help outside of the 60-day benchmark. Success is measured by clients achieving their 60-day goals

which can include participating in wrap around services and increasing knowledge of life skills with the support of mental health and case management staff. At the end of 90 days, mental health staff re-assesses where the client is with maintaining employment and what supports or wrap around services have been received to obtain the goal.

- 3) The mission of Easter Seals Central Texas aligns with the scope of work as described in this RFP. ESCT offers a continuum of services and supports throughout a person's life, from birth onward. All of our services promote the independence of our clients. Through one or multiple services, it is ESCT's intention to ensure that as many persons with disabilities receive treatment and education in order to live as self sufficiently as possible.

The organization ensures that family members and caretakers are provided with education in order to best support the person with a disability. Transition services and the Parenting Program offer the necessary resources needed by families caring for a person with a disability.

The Housing Services offered by ESCT include: down payment assistance, rental assistance, home repairs and modifications. In addition to these services, ESCT has developed accessible, integrated condo units for rent to income qualified adults with disabilities.

Employment Services offers counseling and job placement in non-segregated, regular workplaces throughout the community. In order to offer a complete set of services and encourage the best results, follow along services are provided after the client has been placed in a job. The Follow Along Program supports long-term employment by counseling and supporting clients who have been stable in their job for 90 days.

In order to support the self-sufficiency of adults with disabilities ESCT offers the Independent Living Program. This program ensures that adults with disabilities learn how to use public transportation, cook for themselves, manage money and more. This program works to ensure that adults with disabilities avoid isolation, depression, and victimization.

- 4) ESCT's program strategies correspond with the Imagine Austin Comprehensive Plan vision statement and all of its core mission statements. ESCT services ensure that the necessities of life, whether that be medical therapies, education, or housing, are affordable and accessible to all. All staff supports the organization's mission to provide opportunities for people with disabilities to pursue their hopes and dreams. Our organization celebrates life, and the diversity and creativity of all.

To ensure that Austin is livable, ESCT offers financial support, home repairs and accessibility modifications, as well as affordable, accessible condo units. Our services allow families and people with disabilities to live inclusively with others and live in areas with access to quality schools, libraries, parks, and health and human services.

As the largest provider of early intervention services in Texas, Easter Seals Central Texas understands the importance of ensuring that Austin is educated and that the children within our community are developing fully. Every year more than one million children with unidentified disabilities enter school with issues that put them behind their peers¹⁴. ESCT offers a free Ages and Stages Questionnaire for parents to determine if their child is developing at a similar rate to their peers. Should a child show signs of a developmental delay, ESCT offers Early Childhood Intervention Services for ages 0-3 and Outpatient

¹⁴ Statistic provided by [Easter Seals Make the First Five Count Website](#)

Rehabilitation Services for children 3 and up. These services enable the future success of our clients and in turn, the community.

To ensure that Austin is prosperous ESCT provides affordable health care services and employment training and placement services. Our professional development, on the job training allows people with disabilities and other barriers to employment to earn a living while developing a positive work history. Through our programs and the supplementary services they offer, such as counseling, ESCT ensures that our clients have all the tools necessary to succeed.

To ensure that Austin values and respects its people all ESCT community outreach efforts promote a positive, compassionate attitude toward diversity and the independence of people with disabilities. It is our intention to prepare our clients with the skills they need in order to fully participate in the community and fulfill their potential.

- 5) Challenges and barriers that the target population served by ESCT face include: transportation, finances, and language. Because ESCT has been working with this particular target population for some time many services have been implemented in order to help overcome any challenges or barriers our clients may face. ESCT offers pick and drop off services for rehabilitation clients so that they are able to make their appointments and return home or to school without issue. In addition, ESCT never turns away a client due to lack of ability to pay for services. Clients are able to pay for what they can afford based on a sliding fee scale regulated by the National Federal Poverty Income Guidelines. Furthermore, to ensure that no clients are unable to receive services due to language barriers, ESCT provides all services in English and Spanish. ECI services are provided in any language needed by a

client family. If there is ever an instance where ESCT cannot provide a service in the language needed by a client family, ESCT will refer out to an organization that can provide the services.

- 6) Our proposed strategies will not be used to reach multiple life continuum categories.
- 7) Barriers and challenges ESCT may face while implementing our proposed strategies include: our clients limited access to transportation, cultural difference, and language barriers.

In order to overcome transportation barriers, ESCT offers reduced fare bus passes to clients, transportation to and from work sites for clients enrolled in paid job training, all ECI services are provided in home or at day care facilities, and rehab clients have the option to be picked up and dropped off with the use of an accessible vehicle owned by ESCT. Even with these accommodations in place, ESCT still recognizes the increased need for community based services. Forward thinking, ESCT will increase the percentage of service offered in the field over the next 7 years in order to decrease transportation challenges.

ESCT does not discriminate nor tolerate discrimination by any employee. Cultural differences are accepted by staff and accommodations will be made according to a client's needs, including services offered in a client's native language. ESCT ensures cultural competence within all service provision.

- 8) There are no subcontractor partnerships funded under this application
- 9) Project activities:

Occupational Therapy: Treatments used to recover and develop daily living skills for people with a range of disabilities, specifically focused on fine motor skills

Speech Therapy: Treatments used to help clients overcome deficits and disorders in their communication skills and develop new speech/language habits

Physical Therapy: Treatments used to promote mobility for people with a range of disabilities, specifically focused on gross motor skills

ECI: Support and educational system for children aged 0-3 to overcome development issues

Audiology: Diagnosis and treatment of hearing loss.

Down Payment Assistance: Financial assistance for families with a member with a disability in order to help them purchase a home

Rental Assistance: Financial assistance for families or persons with disabilities in order to help them afford a place to live

Accessibility modifications: Home modifications and barrier removal of homes to allow people with disabilities greater independence within their home

Independent Living Program: Support for adults with disabilities with the goal of helping them maintain as much independence as possible. Independent living clients learn about fitness, wellness, and activities available to them in the Austin community.

Follow Along Program: Employment sustainability support for clients who have been stable in their job for more than 90 days. Staff maintains contact with clients and provides support to foster long-term employment. Follow along services last for the lifetime of the job.

Liberation Station: Liberation Station is a technology lab with computers and assistive technology. Liberation Station classes provide computer skills and encourage participants to explore their community with the ease of the internet and technology.

Employment and Beyond: Computer literacy and job readiness classes for high school students with disabilities who are transitioning into the workforce.

Supported Employment and Transitions Programs: Employment counseling and placement for adults with disabilities who are seeking employment. Individualized support is available for those who seek their first job, a job change, or a need for assistance to keep a job.

10) No homeless prevention or homeless intervention services are funded under this application.

D. Performance Measures – Impact on the Goals

Section 0640 attached. ESCT has established HIPAA compliant software systems and client data bases that document and calculate the number of unduplicated clients, services delivered, reconcile billing documentation, track service inquiry, referrals, intake, and admission data, client improvement, and goal attainment data. Data is compiled, reported and analyzed monthly and quarterly.

High level outcomes to be measured include: Percent of households that maintain housing or transition into housing, percent of individuals who maintain or increase income, percent of individuals who make progress toward treatment plan goals, and percent of individuals who demonstrate improved life skills and/or knowledge.

E. Service Coordination

1) ESCT participates in informal partnerships with other organizations to obtain and provide consultations and technical assistance about disability best practices. These partnerships allow the agency to publicize its services and network with community providers in order to minimize duplication. The agency contracts with local physicians to provide medical consultations to program staff on a wide range of health care issues. Staff makes referrals to and receives referrals from a number of medical and social services resources within the Austin Community. Our collaborative partnerships with organizations such as, Any Baby Can, SafePlace, local

schools, People's Community Clinic and more, ensures that we effectively serve our community through coordinated plans of care and services.

ECI service areas, as contracted with the state, ensure no overlap of services occurs.

2) All rehabilitation services require a physician's referral. All ECI clients must have either a medical diagnosis documented in writing from a doctor or a documented developmental delay, which is determined by an interdisciplinary team and consists of a licensed therapist. In order to better coordinate with referral agencies ESCT has a dedicated staff person, the Client and Community Relations Manager, to initiate and maintain relationships with local doctors and community medical and social service resources.

3) See MOU attached.

4) Through Service coordination client needs are identified and referrals are made to community organizations, such as the Basic Needs Council, that provide food, clothing, and/or shelter. The agency utilizes many human service organizations in the city so clients can live more independently and accomplish their individual goals.

F. Community Planning Activities

Easter Seals Central Texas or a staff member takes part in the following community planning organizations or activities by sitting on a board or committee:

- | | |
|--|---|
| • Texas Nonprofit Council | • Community Advancement Network, |
| • Intellectual & Developmental | • One Voice Central Texas |
| Disabilities Alliance of Central Texas | • Health Benefits Task Force |
| • Greater Austin Chamber of Commerce | • Coalition of Texans with Disabilities |
| • Greater Austin Hispanic Chamber of | • Intellectual & Developmental |

Commerce

- Integrated Care Collaboration Travis-Williamson Service Committee
- Trauma –Informed Care Consortium
- Connections Networking Austin
- Williamson County Chamber of Commerce

Disabilities Work Group

- People’s Community Clinic GOALS Advisory Committee
- United Way Family Support Network
- Employment First Task Force
- InterAgency Council

G. Overall Evaluation Factors Regarding Applicant

1) Easter Seals Central Texas has contracted with local, state, and federal government entities for many years. ESCT has provided contracted similar, if not identical services for the the City of Austin for several year. Easter Seals has maintained positive working relationships with all contractors and has turned in reports in a timely manner. Over the last five years, ESCT has been in contract with the following agencies, contacts listed below as well:

Texas Department of Assistive and Rehabilitative Services – Sally Griffith, Sally.Griffith@dars.state.tx.us	City of Austin – Willie Williams, Willie.Williams@austintexas.gov
Travis County – Doris Edwards, Doris.Edwards@co.travis.tx.us	Texas State Affordable Housing Corporation – Katie Howard, SR. Dev. Coord., 512-334-2152
Texas Council for Developmental Disabilities – Joanna Cordry, Planning Coord. 512-437-5410	Accessible Housing Austin! – Isabelle Headrick, 512-442-6680
Texas Department of Housing and Community Affairs – Frances Acosta, Performance Specialist, 512-305-8568 and Mark Leonard, HTF Program Coord., 512-936-7799	Texas Industries for the Blind and Handicapped – Abby Monk, Regional Marketing Manager, 512-451-8145
The University of Texas Texas Technology Program – Roger Levy, Director, 512-232-0751	Texas Parks and Wildlife – Abby Monk, Regional Marketing Manager, 512-451-8145
Capital Metro Transit Authority – Melanie Capesius, Coord. Grants, 512-369-6509	

2/3) Easter Seals Central Texas has dedicated its services to people with disabilities for over 75 years. All program strategies being proposed in this RFP have been executed within the last five

years with the same target population considered. Economic downturn and limited access to healthcare prompted the organization to focus its efforts on providing services to disadvantaged populations. In doing so, ESCT hired and will continue to hire bilingual staff members and promote cultural competency. ESCT complies with all ADA regulations and supports any accommodations needed by clients with a disability.

The programs proposed in this RFP are identical to those of the organization over the last five years. The use of best and promising practices, including program evaluation, allows for our practices to advance. As the research and analysis of our program models advance so do our programs. In addition to empirical research, client feedback allows us to ensure the most effective program strategies. Over the last five years our program goals have maintained the same but our practices have advanced. We will continue to follow best and promising practices to ensure the progress of our programs.

H. Data Management and Program Evaluation

1) Due to the nature of services provided, ESCT has run into challenges when managing and reporting data. HIPAA regulations limit the amount of information about clients that can be shared with others and used for statistical purposes. In addition, some clients have very low reading and writing levels making the collection of data by intake form difficult. When a client has difficulty reading or filling out an intake form, an ESCT staff member will provide assistance.

ESCT is well acquainted with CTK and AFR reporting processes. These processes have allowed for easy tracking and reporting of client data. The agency has used its client databases for over

ten years. The database system has been updated in order to stay current with technology trends and funder requirements.

2) Easter Seals Central Texas operates a Quality Improvement Program for assessing strategies and service delivery. The program consists of utilization review, peer review, quality assurance, and quality improvement. As soon as any issues in strategy or service delivery are noted, they are taken to the Utilization Review Committees, Executive Team, or Board of Directors. Any of the aforementioned groups will review issues and make recommendations in order to overcome the problem.

In both the ECI and Rehab programs, clients' progress is evaluated via an assessment of their functional skills every six months. This assessment is a standard form in both programs and staff members are trained on how to complete it as part of their new-hire training to ensure the validity of the scores. This assessment gives a clear picture about the effectiveness of services; if a client has not progressed in their functional skills, it indicates a problem in strategies and service delivery. Steps for corrective actions and effectiveness of corrective actions are determined via our Quality Improvement Program. Corrective actions are determined via our abovementioned Quality Improvement Program.

ESCT has billing systems in place that track changes to billing when clients' strategies and service deliveries change.

I. Staffing Plan

1) Each program proposed in this RFP has a dedicated staff. Staff may include: Vice President, Directors and Managers, Service Delivery staff, and Admin staff. While the overall staffing plan

for each program contains the same basic position types, the skills and knowledge base of those staff must be specific to the program for which they work.

Performance based management is the basis of all programs at ESCT. As we enter the second year of our seven year strategic plan our staff is enthusiastic about ensuring that we meet our organizational goals by 2020. With a focus on supporting our clients through increased services while maintaining their high quality and affordability all program staff will be held to the highest standards.

ESCT has asked for funding to cover only direct service providers through this RFA. In some cases that may include directors and managers as service delivery staff. Each staff member plays a key role in the implementation of our programs.

2) Section 0645 attached.

3) Position Descriptions Attached.

Part II – Cost Effectiveness

A. Budget

1) The budget has been prepared to maximize the direct support of the clients in the program.

ESCT has determined the total amount of funding needed to cover the salary and benefits of direct service providers for programs mentioned in this RFP, only for the percentage of time working with clients who reside within the City of Austin and meet other eligibility criteria. This percentage is unique to each staff member based on the number of clients they have historically served that meet the eligibility requirements of this RFP.

Total Funding Request: \$809,278

2) Fundraising and Administrative Percentage: 9.8%

B) Cost Per Client

1) Cost per client served: \$414.38

Formula: Total Funding Request/Total Clients Served through RFA funding=Cost Per Client

2) N/A

3) Average cost per client achieving each proposed performance measure: \$595.50

Formula: Total Funding Request/Total Number of Successful Clients Based on Program

Outcomes=Average cost per client achieving each proposed performance measure

4) All costs are based on the market value of staff positions plus 18% for benefits. In order to effectively perform most activities of the proposed programs staff must be highly educated in trained in their field. All staff positions at ESCT are filled on an as need basis. All staff members play an integral role in the implementation of our programs.

6) The social return on investment for the proposed strategies is relatively high. Clients receiving services from Easter Seals Central Texas benefit in a number of ways and the community benefits as well. All of our services promote self sufficiency which decreases institutionalization and even the need for caregivers throughout a person's life. The overall goal of Easter Seals Central Texas is to promote independence and create opportunities for people with disabilities to pursue their hopes and dreams. Our program strategies support increased employment, increased education, and increased access to health care for a population in need. An increase in these three factors support a positive social impact on our community.

Part IV – Bonus Evaluation Points

C. Healthy Service Environment

Easter Seals Central Texas agrees to create a healthy service environment for our clients, visitors, and staff. Currently ESCT enforces a tobacco free policy and will commit to implementing all of the four Healthy Service Environment policies prior to 10/01/15.

Easter Seals Central Texas has an established tobacco-free policy and violence policy. These policies promote healthy living and do not permit the use of tobacco products of any kind on any kind or violence of any kind on property owned, leased, or rented by the organization. Policies Attached.

While ESCT does not currently have a written Mother-Friendly Workplace policy, we have consistently provided a mother friendly workplace. We provide breast feeding moms with specific do not disturb signs designated for breastfeeding moms that they can check out from the HR department and put on a locked office door. The locked door can either be their office or we can designate a comfortable space for them to utilize. ESCT agrees to form a written policy surrounding our efforts to support a Mother Friendly Workplace.

ESCT will also agree to form a written policy surrounding Employee Wellness. Again, the organization does not have a formal initiative in place but does support employee wellness through a number of programs. ESCT promotes wellness initiatives through our medical insurance carrier, Aetna. Get Active is the current program they offer for wellness, physical activity, nutrition, tobacco free living, and mental health. We also offer Gold's gym memberships and do Lunch and learns for other wellness topics, including financial wellness education.

Section 0615

Connection to Self-Sufficiency Goals and Life Continuum Categories

Select the primary Self-Sufficiency Goal and Life Continuum Category that your Application narrative will describe. If applicable, select any secondary Self-Sufficiency Goals and Life Continuum Categories included in your Application narrative.

For a detailed description of the Self-Sufficiency Goals and Life Continuum Categories, see Section 0500: Section 1 – Introduction.

<p>Select only one (1) of the following as the primary Self Sufficiency Goal your Application will address:</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Safety Net Infrastructure <input type="checkbox"/> Transition Out of Poverty <input type="checkbox"/> Problem Prevention <input type="checkbox"/> Universal Support Services <input type="checkbox"/> Enrichment 	<p>Select only one (1) of the following Life Continuum Categories your application will address based on the primary goal selected:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Early Childhood <input type="checkbox"/> Youth <input type="checkbox"/> Adults and Families <input checked="" type="checkbox"/> Seniors & Persons with Disabilities
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If additional Self-Sufficiency Goals and Life Continuum Categories are addressed by this Application, please identify each goal in the table provided below:

<p>Self-Sufficiency Goals:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Safety Net Infrastructure <input type="checkbox"/> Transition Out of Poverty <input type="checkbox"/> Problem Prevention <input type="checkbox"/> Universal Support Services <input type="checkbox"/> Enrichment 	<p>Life Continuum Categories:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Early Childhood <input type="checkbox"/> Youth <input type="checkbox"/> Adults and Families <input type="checkbox"/> Seniors & Persons with Disabilities
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Inputs	Outputs		Outcomes -- Impact		
	Activities	Participation	Short	Medium	Long
<ul style="list-style-type: none"> • Staff • Equipment <ul style="list-style-type: none"> ◦ Fully functioning kitchen ◦ Company vehicles • Volunteers • Materials • Technology <ul style="list-style-type: none"> ◦ Assistive Technology Lab ◦ Computers ◦ Tablets ◦ E-readers • Partners <ul style="list-style-type: none"> ◦ TIBH ◦ SafePlace ◦ Dell 	<ul style="list-style-type: none"> • Conduct life and social skill building classes for adults with a disability • ASL Classes • Assistive technology training • Supported Employment • Follow Along – career skills building • Mental Health Counseling and Case Management • Next Chapter Book Club • Meaningful Relationships • Program Evaluation 	<ul style="list-style-type: none"> • Adults with disabilities 	<ul style="list-style-type: none"> ◦ Target population learns the use of technology for social, career, and personal goals ◦ Empowering adults with disabilities through skill building classes in order for them to establish independence 	<ul style="list-style-type: none"> • Decreased social isolation among adults with disabilities • Target population participates in community activities 	<ul style="list-style-type: none"> • Increased independence for adults with disabilities • More inclusive community

Assumptions

*All participant are employed

Program: Housing Services Logic Model
 Situation:

Inputs	Outputs		Outcomes – Impact		
	Activities	Participation	Short	Medium	Long
<ul style="list-style-type: none"> • Staff • Training <ul style="list-style-type: none"> ◦ Required • Mileage • Materials • Equipment • Technology <ul style="list-style-type: none"> ◦ Software ◦ Laptops • Partners <ul style="list-style-type: none"> ◦ Contractors ◦ TDHCA ◦ HUD ◦ Realtors 	<ul style="list-style-type: none"> • Closing cost and down payment assistance • Home modifications/barrier removal • Temporary rental assistance • Permanent Accessible Housing • Financial literacy classes • Informal Home Buyer Counseling 	<ul style="list-style-type: none"> ◦ Low income, first time homebuyers with a disability or a family member with a disability ◦ Underserved, unbanked individuals ◦ Low income persons with a disability ◦ Local contractors ◦ Local realtors ◦ Local banks 	<ul style="list-style-type: none"> ◦ Prevention of homelessness within the disability community ◦ Increased accessibility of homes ◦ Community integration ◦ De-institutionalization of persons with disabilities ◦ Barrier removal 	<ul style="list-style-type: none"> ◦ Increased socialization of persons with disabilities ◦ Decreased mental health distress ◦ Increased financial stability/savvy 	<ul style="list-style-type: none"> ◦ Increasing pool of accessible housing ◦ Increased independence ◦ Sustainable Living ◦ Community integration ◦ Low income Persons with disabilities gain a long term asset

Program: Youth Learning Program Logic Model

Inputs	Outputs		Outcomes -- Impact		
	Activities	Participation	Short	Medium	Long
<ul style="list-style-type: none"> • Staff • Equipment <ul style="list-style-type: none"> ◦ Company vehicles • Volunteers • Materials • Technology <ul style="list-style-type: none"> ◦ Software ◦ Flash drives ◦ Tablets ◦ E-readers ◦ Laptops • Partners <ul style="list-style-type: none"> ◦ Dell ◦ Pam ◦ School districts ◦ Project Search 	<ul style="list-style-type: none"> • Develop curriculum <ul style="list-style-type: none"> ◦ Tailored to participant's needs • Conduct skill building classes for youth ages 14-26 with a disability • Technology Skills Training <ul style="list-style-type: none"> ◦ Laptops ◦ Tablets ◦ E-readers • Pre—Employment Skills Training <ul style="list-style-type: none"> ◦ Job Interview Practice ◦ Online Job Searching ◦ Resume Writing • Next Chapter Book Club • Program Evaluation <ul style="list-style-type: none"> ◦ Satisfaction surveys 	<ul style="list-style-type: none"> ◦ Area High Schools students in Life Skills Programs ◦ Transition Aged Students ◦ Area high schools ◦ Extended Programs <ul style="list-style-type: none"> ◦ AISD Go Project 	<ul style="list-style-type: none"> ◦ Target population learns the use of technology for social, career, and personal goals ◦ Empowering youth with disabilities through skill building classes in order for them to establish independence ◦ Participants are marketable, the playing field is leveled because now everyone has the same skills 	<ul style="list-style-type: none"> ◦ Decreased social isolation among target population ◦ Target population participates in community activities ◦ Target population attains gainful employment 	<ul style="list-style-type: none"> ◦ Increased independence for area high school students in Life Skills Programs and transition aged students ◦ More Inclusive Community ◦ Equal employment opportunity based on skill level among transition aged students

Section 0640

Program Performance Measures and Goals

OUTPUT MEASURES

Provide proposed goal amounts for your program in the City of Austin column, the All Other Funding Sources column and the TOTAL (City + All Other) column.

<u>OUTPUT # 1 (Required)</u>	<u>City of Austin</u> Annual Goal	<u>All Other</u> <u>Funding Sources</u> Annual Goal	<u>TOTAL</u> (City. + All Other) Annual Goal
Number of unduplicated clients served per 12-month contract period	1,953	800	2,753

<u>OUTPUT # 2 (Required)</u>	<u>City of Austin</u> Goal	<u>All Other</u> <u>Funding Sources</u> Goal	<u>TOTAL</u> (City + All Other) Goal
Number of unduplicated clients served during the initial 36-month contract period	5,859	2,400	8,259

OUTCOME (RESULTS) MEASURES

Replace the blue text in the left column of this section with the actual wording of your measures' numerators, denominators, and outcome rates (by %). Also in the right column's shaded blocks, include the corresponding goal amounts and percentages for each line.

Total Program Performance – OUTCOME # 1 (Required)	Total Program Annual Goal
Number of Rehab clients making progress on their treatment plan goals (numerator)	80
Total number of Rehab clients evaluated for progress on treatment plan goals(denominator)	100
Percent of Rehab clients who make progress toward treatment plan goals (outcome rate)	80%

Total Program Performance – OUTCOME # 2 (Proposed)	Total Program Annual Goal
Number of clients who maintained employment 60 days as a result of receiving essential services. (numerator)	126
Total number of clients who obtained employment as a result of receiving essential services. (denominator)	210
Percentage of program participants who will increase their income as a result of entering an employment program and receiving essential services (such as counseling, case management, supported employment, independent living skills) (outcome rate)	60%

Total Program Performance – OUTCOME # 3 (Proposed)	Total Program Annual Goal
Number of clients showing improved life skills knowledge based program assessment tool. (numerator)	349
Total number of clients unduplicated who have enrolled in a wrap-around service (denominator)	465

Section 0640

Program Performance Measures and Goals

Percentage of program participants who increased knowledge of life skills as a result of participating in a wraparound service (Financial literacy, computer literacy, e-reader group, résumé writing, interview skills) (outcome rate)	75%
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(For additional Output or Outcome measures, copy and paste the blocks above and re-number accordingly)

Total Program Performance – OUTCOME # 4 (Proposed)	Total Program Annual Goal
Number of applicants who obtained housing services (numerator)	104
Total number of eligible applicants who received essential services (denominator)	115
Percentage of households that maintained housing or transitioned into housing (outcome rate)	90%

Total Program Performance – OUTCOME # 5 (Proposed)	Total Program Annual Goal
Number of ECI clients showing either improved functional outcomes, or quality of life (numerator)	300
Total number of ECI clients assessed on functional improvement (denominator)	375
Percentage of ECI clients showing either functional improvement outcomes or quality of life (outcome rate)	80%

Total Program Performance – OUTCOME # 6 (Proposed)	Total Program Annual Goal
Number of clients reporting satisfaction with services rendered (numerator)	400
Total number of clients surveyed (denominator)	500
Percentage of clients reporting satisfaction with services rendered (outcome rate)	80%

**MEMORANDUM OF UNDERSTANDING
FOR THE OPERATION OF
The Family Support Cooperative of Austin, Texas/Travis County**

Partners

**Austin Travis County Integral Care
The Arc of the Capital Area
Austin Independent School District
Easter Seals Central Texas
NAMI Austin, an Affiliate of NAMI (National Alliance on Mental Illness)**

A. Mission & Purpose

The mission of The Family Support Cooperative (The FSC) is to provide families, private providers, educators, and caregivers of children with disabilities support and information through a collaborative effort of area school districts, community-based agencies and non-profit organizations.

The purpose of this Memorandum of Understanding is to coordinate the management and operation of The FSC, and set overall guidelines for its operation and to implement a coordinated system to provide support and information to families and caregivers of children with disabilities in a series of meetings during the school year, in accordance with the calendar that describes topic content and locations. Meetings are provided at no cost to the participants and include dinner and childcare.

Further, it is the intent of The FSC to provide technical assistance and training to build capacity within family groups to further the mission of The FSC, empowering them to provide education and support to an increasingly inclusive community of families and caregivers of children with disabilities.

B. Organization

The FSC is a collaboration of Austin Travis County Integral Care, The Arc of the Capital Area, Austin Independent School District, Easter Seals Central Texas, and NAMI Austin.

C. Responsibilities

Each partner will designate one (1) or two (2) representatives from their organization to participate in The FSC Steering Committee. The FSC Steering Committee will meet as needed. The FSC Steering Committee is responsible for the following:

1. Planning, organization and overall facilitation of FSC meetings;

2. Allocation of funding for the operation of FSC meetings, including, but not limited to childcare, food, supplies and equipment;
3. Demonstrating a measurable and effective service to the Austin community;
4. Providing services that are barrier-free, culturally sensitive and utilize best practices;
5. Building a consensus on a foundation of knowledge, understanding, and trust;
6. Establishing and consistently utilizing clear channels of communication.

D. Specific Roles of the Parties

Austin Travis County Integral Care

1. Provide funding of \$3000.00 for each academic year, contingent upon available funding and continuation of this agreement.
2. Funding of \$3000.00 will provide food, drinks, plasticware, utensils, materials, equipment as needed for The FSC.
3. Support the operations of The FSC, excluding staffing and childcare.
4. Provide assistance with obtaining presenters and volunteers for each FSC as needed.
5. Provide space as needed for Steering Committee meetings, trainings, etc.
6. Promote public awareness of The FSC through agency newsletters, local media, flyers, special events, and links through agency website.

The Arc of the Capital Area

1. Serve as custodian of The FSC funds. The Arc will be responsible for the maintenance, monitoring, fiscal accountability, and reporting of FSC funds.
2. Provide assistance with obtaining presenters and volunteers for each FSC as needed.
3. Provide space as needed for Steering Committee meetings, trainings, etc.
4. Present on The Arc Guardianship Program one time per year.
5. Collaborate in the development of the evaluation tool to be distributed to participants for each FSC meeting; remain the lead in analyzing/interpreting data and reporting results to The Steering Committee.
6. Promote public awareness of The FSC through agency newsletters, local media, flyers, special events, and links through agency website.

Austin Independent School District

1. Provide full use, funding, and access to designated schools for FSC meetings, including staff support and custodial support to prepare rooms for meetings and clean-up after meetings.
2. Maintain primary responsibility in organizing and setting up the physical environment for FSC meetings.
3. Provide experienced AISD support staff for childcare for children with disabilities and their siblings during FSC meetings.
4. Provide funding for AISD obtained childcare workers .
5. Organize and host FSC Steering Committee meetings.
6. Provide one staff member from FASST to attend FSC Steering Committee meetings.
7. Provide assistance with obtaining presenters and volunteers for the FSC.
8. Provide three (3) FASST staff members to assist at FSC meetings.
9. Obtain and provide funding for Spanish and Sign Language Interpreters.
10. Collaborate in the development of the evaluation tool to be distributed to participants for each FSC meeting, providing a Spanish and English version.
11. Sign for food delivery, providing The Arc of the Capital Area with the receipt for each FSC event.
12. Collate and report FSC attendance, childcare, and campus representation to Steering Committee and AISD administration for each FSC sponsored event.
13. Promote public awareness fo The FSC through district newsletters, local media, flyers, special events, and links through AISD website.

Easter Seals of Central Texas

1. Provide assistance with obtaining presenters and volunteers for each FSC as needed.
2. Provide space as needed for Steering Committee meetings, trainings, etc.
3. Provide access to Easter Seals national materials on various disabilities and Autism.
4. Provide assistance from Social Work Intern as available.
5. Provide available space for a Display Table at Annual Autism Awareness Expo and other related events.

6. Order food/drink as needed for each FSC.
7. Promote public awareness of the FSC through agency newsletters, local media, flyers, special events, and links through agency website.

NAMI Austin

1. Provide assistance with obtaining presenters and volunteers for each FSC as needed.
2. Provide space as needed to Steering Committee meetings, trainings, etc.
3. Provide access to NAMI Austin courses, support groups, trainings, etc.
4. Take the initiative for providing and facilitating a family support group at The FSC meetings on mental illness.
5. Promote public awareness of The FSC through organization newsletters, local media, flyers, special events, and links through organization website.

E. The Undersigned Parties Mutually Agree to Provide Ongoing Support to The Family Support Cooperative of Austin, Texas/Travis County by:

1. Providing executive oversight to the operations of the FSC.
2. Actively seeking funding and support for the general operation of The FSC, including but not limited to, food, in-kind donations and/or cash.
3. Providing staff or volunteers to support, plan, manage and carry out The FSC meetings.
4. Promote public awareness of The FSC through organization/agency newsletters, local media, flyers, special events, and links through organization/agency website.
5. Conduct an annual evaluation of The FSC activities/outcomes.

F. Sovereign Immunity

Each party specifically reserves any claim it may have to sovereign immunity as a defense to any action arising in conjunction with this Memorandum of Understanding.

G. Terms

This agreement may be amended by written mutual agreement of all parties.

This agreement shall be effective upon signing by the respective parties, which should continue unless terminated by any signed parties. Any signatory may withdraw from this agreement at any time by providing a thirty (30) day written notice to all other signatories.

This agreement shall be renewed biennially by all participating parties for clarity and/or for modification. If amendment needs to occur within the biennial, the respective party should request an MOU Review with all authorized parties.

Authorized Signatures for The Family Support Cooperative of Austin, Texas/Travis County:

Maya N. Vega, Director of Intellectual Disabilities Services

Austin Travis County Integral Care
1430 Collier Street, Austin, TX 78704
512-445-7772

Susan Eason, Executive Director

The Arc of the Capital Area
2818 San Gabriel, Austin, TX 78705
512-476-7044



Kevin T. Coleman, President and CEO

Easter Seals of Central Texas
1611 Headway Circle, Bldg. 2, Austin, TX 78754
512-478-2581

Adrienne Kennedy, President

NAMI Austin
4110 Guadalupe
P.O. Box 302398, Austin, TX 78703-0040
512-420-9810

Janna Lilly, Director of Special Education

Austin Independent School District
1111 W. 6th Street, Austin, TX 78703-5399
512-414-9825

Section 0645
Program Staff Positions and Time

List this program's position titles only (do not include staff names) and provide the corresponding number of Full Time Equivalent (FTE) positions which are assigned to this specific program.

List Program Staff by Title	Program Staff FTE's
ECI Early Intervention Specialist	8
ECI Service Coordinator	9
ECI Dietician	.30
Physical Therapist	2.65
Physical Therapist Assistant	1
Rehab Service Coordinator	1
Audiologist	.35
Speech Therapist	6.75
Administrative Assistant	4
Administrative Coordinator	1
Client Account Representative	1
Occupational Therapist	3.25
Supervisors	3
Director	1
Housing and Assistive Technology Specialist	.85
Housing Assistance Counselor	1
Housing Programs Director	.7
Director – Counseling and Employment Services	.5
Community Services Program Specialist	.55
Employment Program Specialist	.7
Deaf Services Coordinator	.5
Community Services Manager	1
Licensed Professional Counselor	1
Employment and Beyond Program Assistant	1
Employment Consultant	.5
TOTAL FTEs =	50.6



Easter Seals Central Texas POSITION DESCRIPTION

Name:

Position Title: E & B Program Assistant (grant funded) **Department:** ES

FLSA Status/Classification: Non exempt/Professional I

Credential: Teaching certificate pref.

Approved: 7/20/2012

Last Revised: 7/20/2012

POSITION REPORTS TO: Community Service Manager

POSITIONS SUPERVISED: none

POSITION PURPOSE:

Provide quality services for persons served. Assist in the implementation of the Dell's Employment and Beyond computer program at community locations, i.e., schools, organizations and other locations identified. Oversee the training classes, documentation, grant metrics and service delivery. The occupant of this position is expected to meet Organizational Systems Manual (policies and procedures), multi-year Strategic Plan, Operational Work Plan, Organizational Calendar and teamwork expectations in the conduct of all professional activities. Specific operational priorities are identified in the annual Organizational Work Plan. The occupant is expected to maintain skills and knowledge essential for successful job performance.

ESSENTIAL FUNCTIONS AND BASIC DUTIES

1. Maintain appropriate and accurate student case files including applications, releases, evaluations, and progress notes.
2. Demonstrate behavior and verbiage that is professional and appropriate in the classroom.
3. Must be reliable and dependable and attend all scheduled classes in order to build rapport with students
4. Actively participate in the on-going support for students and their computer learning goals.
5. Work in tandem with Employment and Beyond Coordinator to implement training to help prepare students to engage in post-graduation job search.
6. Act as a professional advocate for student with disabilities to assure the receipt of any or all support service information needed.
7. Provide personalized attention to each student based on their level of need and be able to adjust rapidly.
8. Creative thinking and ability to think outside the box to accommodate different learning styles.
9. Network with businesses, community/business groups and other professionals in the community to remain current with resources that might benefit ESCT and the clients that we serve as assigned.
10. Establish and maintain professional, working relationships with all external and internal stakeholders.

MINIMUM QUALIFICATIONS EDUCATION/CERTIFICATION and/or EQUIVALENT EXPERIENCE:

Bachelor's degree in a related field (e.g., education, sociology, social services, or liberal arts) and one year full-time experience performing similar duties (two years may be substituted for one year of college with eight years experience being equivalent to a college degree) in a classroom, rehabilitation agency or organization. Have some experience working with adults or transition aged youth with disabilities. This position requires basic understanding of computers and computer software and ability to interact with and relate to youth. Teaching certificate preferred.

This description is intended to indicate the kinds of tasks and levels of work difficulty required of the position given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of management to assign, direct and control the work of employees under supervision. The listing of duties and responsibilities shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.

KNOWLEDGE, SKILLS and ABILITIES

Be able to follow oral and written directions and operate a variety of computer software and equipment.

Have the ability to work with students with physical, emotional and/or intellectual disabilities.

Demonstrate the ability to work cooperatively with other employees, clients and their families and external supports of ESCT.

Knowledge and skills related to the ability to manage the delivery of computer training program components.
 Knowledge and ability to adhere to confidentiality and ethical issues.
 Knowledge of interviewing and assessment of skills and potential for individuals and groups.
 Knowledge of basic crisis intervention practices and knowledge of community resources for referral.
 Ability to communicate effectively, verbally and in writing.
 Ability to maintain consistency with administrative and departmental policies through appropriate behavior, dress, attitude, attendance, confidentiality, professionalism and reliability.
 Computer knowledge including word processing and spreadsheets.
 Adherence to the safety, health and regulatory requirements as described in Easter Seals Central Texas policies and procedures.
 Respect for the value, potential and dignity for all participants in Easter Seals Central Texas' programs.

PHYSICAL ACTIVITIES AND REQUIREMENTS OF THIS POSITION

☐ Frequent Sitting

- ☐ 1-2 hours a day
☐ 2-3 hours a day
☒ 3-4 hours a day
 _____ hours a day

Standing and Stooping

- ☐ 1-2 hours a day
☐ 2-3 hours a day
☒ 3-4 hours a day
 _____ hours a day

Bending or Twisting the Body

- ☒ 1-2 hours a day
☐ 2-3 hours a day
☐ 3-4 hours a day
 _____ hours a day

Lifting

- ☐ 10-20 lbs
☐ 20-40 lbs
☒ 40-60 lbs
☐ 60-__ lbs

Performing Repetitive Motions

- ☐ 1-2 hours a day
☒ 2-3 hours a day
☐ 3-4 hours a day
 _____ hours a day

- ☐ 1-2 hours a day
☐ 2-3 hours a day
☐ 3-4 hours a day
 _____ hours a day

Kneeling, Crouching, Stooping, or Crawling

- ☒ 1-2 hours a day
☐ 2-3 hours a day
☐ 3-4 hours a day
 _____ hours a day

Walking and Running

- ☒ 1-2 hours a day
☐ 2-3 hours a day
☐ 3-4 hours a day
 _____ hours a day

Outdoors, Exposed to Weather

- ☐ 1-2 hours a day
☒ 2-3 hours a day
☐ 3-4 hours a day
 _____ hours a day

Exposure to Sounds, Noise Levels That are Distracting or Uncomfortable

- ☐ 1-2 hours a day
☒ 2-3 hours a day
☐ 3-4 hours a day
 _____ hours a day

Exposure to Hot/Cold Temperatures (above 90 F degrees) or (below 32 F degrees)

- ☐ 1-2 hours a day
☐ 2-3 hours a day
☒ 3-4 hours a day
 _____ hours a day

Exposure to extreme bright or inadequate lighting Exposure to Contaminants

- ☐ 1-2 hours a day
☒ 2-3 hours a day
☐ 3-4 hours a day
 _____ hours a day

Exposure to Healthcare Bio-hazards (ie., disease and illness)

- ☐ 1-2 hours a day
☐ 2-3 hours a day
☒ 3-4 hours a day
 _____ hours a day

Finger Dexterity (ie. Handle, Control, or Feel Objects, Tools, or Controls)

- ☐ 1-2 hours a day
☐ 2-3 hours a day
☒ 3-4 hours a day
 _____ hours a day

VP Administration and HR _____ Approval Date _____

I have received and reviewed this position description.

Position Occupant _____ Approval Date _____

Position Description – Part C

E & B Program Specialist

Specific Performance Objectives – 2012-2013

60% of Total Obtained

(Will constitute 60% of review criteria)

Objectives:	Insert % of Total here	Insert % Obtained when reviewing.
1. Maintain Base Revenue: a. ensure funding revenue through direct and indirect services to clients; b. ensure case documentation remains in compliance with Dell and other funding requirements c. ensure funding revenue through developing and maintaining professional relationships with referral sources and community service providers, and;	60%	
2. Service Volume, Output, and Productivity: a. Serve 175 youth with disabilities per school year. b. Create curriculums based on student preference. c. Disseminate satisfaction surveys to students served.	40%	
Total	100%	

Critical Performance Factors (Rating 1-5) (Will constitute 30% of review criteria)

- _____ 1. Deadlines (Internal & External)
- _____ 2. Compliance with ESCT Policies & Procedures
- _____ 3. Compliance with Safety Standards

General Performance Factors (Rating 1-5) (Will constitute 10% of review criteria)

- _____ 1. Quality of work
- _____ 2. Knowledge
- _____ 3. Judgment and problem solving
- _____ 4. Professionalism
- _____ 5. Oral and written communications
- _____ 6. Colleague relations/teamwork
- _____ 7. Dependability
- _____ 8. Initiative/Drive
- _____ 9. Time Management
- _____ 10. Attendance and Punctuality

I have received and reviewed these performance objectives.

Position Occupant _____ Approval Date _____

Supervisor _____ Approval Date _____



Easter Seals Central Texas Position Description

Position Title:	Lead Employment Consultant	Dept:	Employment Services
FLSA Status:	Exempt	Classification:	Managerial I
Approval Date:		Revision Date:	February 1, 2013
Reports to:	Director of Employment Services	Credential:	Bachelors degree
Positions supervised:	Job Coaches (PRN)		

The Lead Employment Consultant reports directly to the Director of Employment Services and as a member of the Employment Services team is responsible for: Ensuring the timely delivery of quality employment services to the people with disabilities that we serve. In a Lead role, take responsibility for quality documentation and record keeping in accordance with funding sources. Specific operational priorities are identified in the annual Organization's Operational Work Plan. The occupant of this position is guided by the Organizational Systems Manual (policies and procedures), multi-year Strategic Plan, Operational Work Plan, Organizational Calendar and teamwork expectations in the conduct of all professional activities. The occupant is expected to maintain skills and knowledge essential for successful job performance.

ESSENTIAL FUNCTIONS AND BASIC DUTIES

- Meet placement and retention outcomes established for 24 clients which includes completing intake, assessment, job development, job placement, job coaching and service coordination as needed to secure these outcomes.
- 2 Work with DARS to obtain client referrals for employment services.
 - 3 Schedule and keep appointments with counselors, clients, employers and other parties in a timely, efficient and effective manner.
 - 4 Act as a professional advocate for persons with disabilities in coordinating ongoing support of their goals.
 - 5 Maintain and be responsible for case records and documentation according to agency, clinical, DARS and CARF requirements.
 - 6 Complete case notes in a timely manner as events occur.
 - 7 Attend Peer Review, Staff, QA, QI or other agency committee meetings as assigned.
 - 8 Attend agency wide staff trainings and required meetings.
 - 9 Network with funding sources to ensure satisfaction with services and keep referral goals.
 - 10 Establish and maintain professional, working relationships with all external and internal stakeholders.
 - 11 Other duties as assigned

MINIMUM QUALIFICATIONS/EDUCATION/CERTIFICATION and/or EQUIVALENT EXPERIENCE

1. Master's degree in rehabilitation, counseling and guidance, psychology; or,
2. Bachelor's degree in a related field (e.g., education, sociology, social services, or liberal arts) and one year full-time experience performing similar duties in a rehabilitation agency or organization (two years may be substituted for one year of college with eight years experience being equivalent to a college degree).

This description is intended to indicate the kinds of tasks and levels of work difficulty required of the position given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of management to assign, direct and control the work of employees under supervision. The listing of duties and responsibilities shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.

KNOWLEDGE, SKILLS AND ABILITIES

- 1 Demonstrate the ability to work cooperatively with other employees, clients and their families and external supporters of ESCT.
- 2 Ability to supervise others,
- 3 Knowledge and skills related to the ability to manage the delivery of vocational program components.
- 4 Knowledge and ability to adhere to confidentiality and ethical issues.
- 5 Knowledge of interviewing and assessment of skills and potential for individuals and groups.
- 6 Knowledge of basic crises interventions practices and knowledge of community resources for referral.
- 7 Ability to communicate effectively, verbally and in writing.
- 8 Knowledge of billing procedures appropriate to funding source.
- Ability to maintain consistency with administrative and departmental policies through appropriate behavior, dress, attitude, attendance, confidentiality, professionalism and reliability.
- 10 Computer knowledge including word processing and spreadsheets.
- 11 Adhere to the safety, health and regulatory requirements as described in Easter Seals-Central Texas policies and procedures.
- 12 Respect for the value, potential and dignity for all participants in Easter Seals-Central Texas' programs.

PHYSICAL ACTIVITIES AND REQUIREMENTS OF THIS POSITION [Self - explanatory]

Frequent Sitting		Exposure to extreme bright or inadequate lighting	Exposure to Contaminants
<input type="checkbox"/> 1-2 hours a day		<input type="checkbox"/> 1-2 hours a day	<input type="checkbox"/> 1-2 hours a day
<input type="checkbox"/> 2-3 hours a days	<input checked="" type="checkbox"/> X	<input type="checkbox"/> 2-3 hours a days	<input type="checkbox"/> 2-3 hours a days
<input checked="" type="checkbox"/> 3-4 hours a day		<input type="checkbox"/> 3-4 hours a day	<input type="checkbox"/> 3-4 hours a day
<input type="checkbox"/> Hours a day		<input type="checkbox"/> Hours a day	<input type="checkbox"/> Hours a day
Standing/Stooping		Performing repetitive motions	Outdoors, Exposed to Weather
<input type="checkbox"/> 1-2 hours a day		<input type="checkbox"/> 1-2 hours a day	<input type="checkbox"/> 1-2 hours a day
<input type="checkbox"/> 2-3 hours a days	<input checked="" type="checkbox"/> X	<input type="checkbox"/> 2-3 hours a days	<input checked="" type="checkbox"/> X
<input checked="" type="checkbox"/> 3-4 hours a day		<input type="checkbox"/> 3-4 hours a day	<input type="checkbox"/> 3-4 hours a day
<input type="checkbox"/> Hours a day		<input type="checkbox"/> Hours a day	<input type="checkbox"/> Hours a day
Lifting		Finger Dexterity (ie. Handle, Control, or Feel Objects, Tools, or Controls)	Exposure to Hot/Cold Temps. (90 F+ or 32 F-)
<input type="checkbox"/> 10-20 lbs.		<input type="checkbox"/> 1-2 hours a day	<input type="checkbox"/> 1-2 hours a day
<input type="checkbox"/> 20-40 lbs.		<input type="checkbox"/> 2-3 hours a days	<input type="checkbox"/> 2-3 hours a days
<input checked="" type="checkbox"/> 40-60 lbs.	<input checked="" type="checkbox"/> X	<input type="checkbox"/> 3-4 hours a day	<input type="checkbox"/> 3-4 hours a day
<input type="checkbox"/> 60+ lbs.		<input type="checkbox"/> Hours a day	<input type="checkbox"/> Hours a day
Walking/Running		Exposure to Healthcare Bio-hazards (ie., disease & illness)	Kneeling, Crouching, Stooping, or Crawling
<input checked="" type="checkbox"/> 1-2 hours a day		<input type="checkbox"/> 1-2 hours a day	<input checked="" type="checkbox"/> X
<input type="checkbox"/> 2-3 hours a days		<input type="checkbox"/> 2-3 hours a days	<input type="checkbox"/> 2-3 hours a days
<input type="checkbox"/> 3-4 hours a day		<input type="checkbox"/> 3-4 hours a day	<input type="checkbox"/> 3-4 hours a day
<input type="checkbox"/> Hours a day	<input type="checkbox"/> 0	<input type="checkbox"/> Hours a day	<input type="checkbox"/> Hours a day
Bending/Twisting		Exposure to Sounds, Noise Levels That are Distracting or Uncomfortable	Additional Factors - enter here
<input checked="" type="checkbox"/> 1-2 hours a day		<input type="checkbox"/> 1-2 hours a day	<input type="checkbox"/> 1-2 hours a day
<input type="checkbox"/> 2-3 hours a days		<input type="checkbox"/> 2-3 hours a days	<input type="checkbox"/> 2-3 hours a days
<input type="checkbox"/> 3-4 hours a day		<input type="checkbox"/> 3-4 hours a day	<input type="checkbox"/> 3-4 hours a day
<input type="checkbox"/> Hours a day	<input type="checkbox"/> 0	<input type="checkbox"/> Hours a day	<input type="checkbox"/> Hours a day

Vice President, HR & Admin

Approval Date:

I have received and reviewed this position description.



Easter Seals Central Texas Position Description

Position Occupant: _____

Approval Date: _____



Easter Seals Central Texas Position Description

Position Description - Part C and Performance Evaluation Form

Name: _____
Position Title: Lead Employment Consultant
Specific Performance Objectives – Fiscal Year 2013 [Fiscal year that position description or performance evaluation is for]

[Put a capital X for correct description]
Position Description - Part C
Interim Evaluation
Annual Evaluation

X

Individual Goals (Will constitute 90% of review criteria)	Insert percentage to be obtained in this column	Insert actual obtained percentage in this column (Blank for Part C, completed for Evaluation)
Deliver 24 job placements for clients that include closure billing to DARS.	60%	
Makes 10 visits each month to new employers.	15%	
Submit billings no later than three days after benchmark achieved.	15%	
Maintain case records according to ESCT/DARS policies; prepare for monitoring visits and CARF.	10%	
Total:	90%	0%
Team Goals: (Will constitute 10% of review criteria)	Insert % of Total here	Insert % Obtained when reviewing
ESCT net income (vs FY 13)	5%	
Line of service budget management	5%	
Total:	10%	
Specific Performance Objectives Total	100%	0%

Excellent.	Skilled	Needs Improvement	Unsatisfactory
90-100	80-89	70-79	69& below

[Bold the category listed above that is same as specific performance objectives total]

Comments:
Insert overall performance comments here.

Developmental Needs and Plans for Performance Development and/or Improvement
Insert developmental needs and plans for performance development and/or improvement here.

My signature below verifies I have participated in my evaluation. My comments are:

Employee Signature

Date

Reviewer's Name (Printed)

Date

Reviewer's Signature

Date

Reviewer's reporting relationship to employee:

Immediate Supervisor



Easter Seals Central Texas Position Description

Name: _____

Position Title: _____	Licensed Counselor	Dept: _____	Employment Services
FLSA Status: _____	Exempt	Classification: _____	Professional II
Approval Date: _____		Revision Date: _____	January 30, 2013
Reports to: _____	Director of Employment Services	Credential: _____	Masters degree; appropriate licensure
Positions supervised: _____	None		

The Licensed Counselor reports directly to the Director of Employment Services and as a member of the Employment Services team is responsible for specific operational priorities that are identified in the annual Organization's Operational Work Plan. This position is responsible for the management and implementation of the mental health counseling program for 125 clients enrolled in the PJT program. The occupant of this position is guided by the Organizational Systems Manual (policies and procedures), multi-year Strategic Plan, Operational Work Plan, Organizational Calendar and teamwork expectations in the conduct of all professional activities. The occupant is expected to maintain skills and knowledge essential for successful job performance.

ESSENTIAL FUNCTIONS AND BASIC DUTIES

- 1 Provide clinical counseling services to 125 paid job trainees.
- 2 Maintain compliance with, policies, standards and procedures consistent with accreditation, certification, practice standards, licensure, and regulatory requirements.
- 3 Complete GAF assessment at program intake and then at 90 day benchmark for all individuals in the PJT program.
- 4 Work with individuals on their Outcome Management Plans to enhance goal attainment.
- 5 Maintain confidential records in accordance with ESCT policies and procedures.
- 6 Other duties as assigned

MINIMUM QUALIFICATIONS/EDUCATION/CERTIFICATION and/or EQUIVALENT EXPERIENCE

Master's degree in Counseling, Social Work and/or related field. Current clinical licensure as applicable under Texas law is required (LPC, LCSW, or LMFT, etc). At least two years of clinical counseling experience working with adults with disabilities or behavioral healthcare diagnoses. Bilingual in Spanish a plus. Experience with the 12 step process and supporting people with co-occurring diagnosis.

This description is intended to indicate the kinds of tasks and levels of work difficulty required of the position given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of management to assign, direct and control the work of employees under supervision. The listing of duties and responsibilities shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.

KNOWLEDGE, SKILLS and ABILITIES

- 1 Knowledge and skills related to counseling persons with developmental, behavioral, and/or rehabilitative disabilities.
- 2 Ability to communicate effectively, verbally and in writing, internally and in the external environment.
- 3 Work independently and use good judgment.
- 4 Maintain program data and report to the funding source.
- 5 Demonstrate initiative and imagination.
- 6 Demonstrated ability to implement quality assurance and improvement processes.
- 7 Ability to manage time and resources within project timelines.
- 8 Ability to multi-task.
- 9 Respect for the value, potential and dignity of service participants and their families.

PHYSICAL ACTIVITIES AND REQUIREMENTS OF THIS POSITION [Self - explanatory]

Frequent Sitting		Exposure to extreme bright or inadequate lighting		Exposure to Contaminants	
<input type="checkbox"/> 1-2 hours a day		<input checked="" type="checkbox"/>	1-2 hours a day	<input type="checkbox"/>	1-2 hours a day
<input checked="" type="checkbox"/> 2-3 hours a days			2-3 hours a days	<input type="checkbox"/>	2-3 hours a days
<input type="checkbox"/> 3-4 hours a day			3-4 hours a day	<input type="checkbox"/>	3-4 hours a day
<input type="checkbox"/> Hours a day			Hours a day	<input type="checkbox"/>	Hours a day
Standing/Stooping		Performing repetitive motions		Outdoors, Exposed to Weather	
<input type="checkbox"/> 1-2 hours a day			1-2 hours a day	<input checked="" type="checkbox"/>	1-2 hours a day
<input checked="" type="checkbox"/> 2-3 hours a days		<input checked="" type="checkbox"/>	2-3 hours a days	<input type="checkbox"/>	2-3 hours a days
<input type="checkbox"/> 3-4 hours a day			3-4 hours a day	<input type="checkbox"/>	3-4 hours a day
<input type="checkbox"/> Hours a day			Hours a day	<input type="checkbox"/>	Hours a day
Lifting		Finger Dexterity (ie. Handle, Control, or Feel Objects, Tools, or Controls)		Exposure to Hot/Cold Temps.(90 F+ or 32 F -)	
<input checked="" type="checkbox"/> 10-20 lbs.			1-2 hours a day	<input type="checkbox"/>	1-2 hours a day
<input type="checkbox"/> 20-40 lbs.			2-3 hours a days	<input type="checkbox"/>	2-3 hours a days
<input type="checkbox"/> 40-60 lbs.		<input checked="" type="checkbox"/>	3-4 hours a day	<input type="checkbox"/>	3-4 hours a day
<input type="checkbox"/> 60+ lbs.			Hours a day	<input type="checkbox"/>	Hours a day
Walking/Running		Exposure to Healthcare Bio-hazards (ie., disease & illness)		Kneeling, Crouching, Stooping, or Crawling	
<input checked="" type="checkbox"/> 1-2 hours a day			1-2 hours a day	<input checked="" type="checkbox"/>	1-2 hours a day
<input type="checkbox"/> 2-3 hours a days			2-3 hours a days	<input type="checkbox"/>	2-3 hours a days
<input type="checkbox"/> 3-4 hours a day			3-4 hours a day	<input type="checkbox"/>	3-4 hours a day
<input type="checkbox"/> Hours a day		<input checked="" type="checkbox"/>	Hours a day	<input type="checkbox"/>	Hours a day
Bending/Twisting		Exposure to Sounds, Noise Levels That are Distracting or Uncomfortable		Additional Factors - enter here	
<input checked="" type="checkbox"/> 1-2 hours a day			1-2 hours a day	<input type="checkbox"/>	1-2 hours a day
<input type="checkbox"/> 2-3 hours a days			2-3 hours a days	<input type="checkbox"/>	2-3 hours a days
<input type="checkbox"/> 3-4 hours a day			3-4 hours a day	<input type="checkbox"/>	3-4 hours a day
<input type="checkbox"/> Hours a day		<input type="checkbox"/>	Hours a day	<input type="checkbox"/>	Hours a day

Vice President, HR & Admin. _____ Approval Date: _____

I have received and reviewed this position description.

Position Occupant: _____ Approval Date: _____



Easter Seals Central Texas

Position Description

Name: _____

Position Description - Part C and Performance Evaluation Form

Name: _____

Position Title: _____

[Put a capital X for correct description]

Position Description - Part C

Interim Evaluation

X

Specific Performance Objectives – Fiscal Year 2013 [Fiscal year that position description or performance evaluation is Annual Evaluation

Individual Goals (Will constitute 90% of review criteria)	Insert percentage to be obtained in this column	Insert actual obtained percentage in this column (Blank for Part C, completed for Evaluation)
Provide counseling services for a minimum of 125 individuals	35%	
Complete GAF assessment at intake and again at 90 days for PJT clients	35%	
Maintain case files for funder compliance (City of Austin)	20%	
Attain LPC Supervisory Certification and supervise LPC intern	10%	
Total:	90%	0%
Team Goals: (Will constitute 10% of review criteria)	Insert % of Total here	Insert % Obtained when reviewing
ESCT Net Income (vs FY13)	5%	
Line of Service Budget Management	5%	
Total:	10%	
Specific Performance Objectives Total	100%	0%

Excellent	Skilled	Needs	Unsatisfactory
90-100	80-89	70-79	69& below

[Bold the category listed above that is same as specific performance objectives total]

Comments:

Insert overall performance comments here.

Developmental Needs and Plans for Performance Development and/or Improvement

Insert developmental needs and plans for performance development and/or improvement here.

My signature below verifies I have participated in my evaluation. My comments are:

Employee Signature _____

Date _____

Reviewer's Name (Printed) _____

Date _____

Reviewer's Signature _____

Date _____

Reviewer's reporting relationship to employee: _____

Immediate Supervisor _____



Easter Seals Central Texas Position Description

Position Title:	Employment and Beyond Program Assistant	Dept:	Employment Services
FLSA Status:	Non-Exempt; Part-time	Classification:	Professional I
Approval Date:	July 20, 2012	Revision Date:	February 1, 2013
Reports to:	Employment and Beyond Coordinator	Credential:	none
Positions supervised:	None		

The Employment and Beyond Program Assistant reports directly to the Employment and Beyond Coordinator and as a member of the Employment Services team is responsible for: Providing quality services for persons served by assisting in the implementation of the Dell's Employment And Beyond computer program at community locations, i.e., schools, organizations and other locations identified. Oversee the training classes, documentation, grant metrics and service delivery. Specific operational priorities are identified in the annual Organization's Operational Work Plan. The occupant of this position is guided by the Organizational Systems Manual (policies and procedures), multi-year Strategic Plan, Operational Work Plan, Organizational Calendar and teamwork expectations in the conduct of all professional activities. The occupant is expected to maintain skills and knowledge essential for successful job performance.

ESSENTIAL FUNCTIONS AND BASIC DUTIES

1. Maintain appropriate and accurate student case files including applications, releases, evaluations, and progress notes.
2. Demonstrate behavior and verbiage that is professional and appropriate in the classroom.
3. Must be reliable and dependable and attend all scheduled classes in order to build rapport with students.
4. Actively participate in the on-going support for students and their computer learning goals.
5. Work in tandem with Employment and Beyond Coordinator to implement training to help prepare students to engage in post-graduation job search.
6. Act as a professional advocate for student with disabilities to assure the receipt of any or all support service information needed.
7. Provide personalized attention to each student based on their level of need and be able to adjust rapidly.
8. Creative thinking and ability to think outside the box to accommodate different learning styles.
9. Network with businesses, community/business groups and other professionals in the community to remain current with resources that might benefit ESCT and the clients that we serve as assigned.
10. Establish and maintain professional, working relationships with all external and internal stakeholders.
11. Other duties as assigned.

MINIMUM QUALIFICATIONS/EDUCATION/CERTIFICATION and/or EQUIVALENT EXPERIENCE

One year full-time experience performing similar duties in a classroom, rehabilitation agency or organization.

Have some experience working with adults or transition aged youth with disabilities

This position requires basic understanding of computers and computer software and a ability to interact with and relate to youth.

This description is intended to indicate the kinds of tasks and levels of work difficulty required of the position given its title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of management to assign, direct and control the work of employees under supervision. The listing of duties and responsibilities shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.

KNOWLEDGE, SKILLS and ABILITIES

1. Be able to follow oral and written directions and operate a variety of computer software and equipment.
2. Have the ability to work with students with physical, emotional and/or intellectual disabilities.
3. Demonstrate the ability to work cooperatively with other employees, clients and their families and external supported of ESCT.
4. Knowledge and skills related to the ability to manage the delivery of computer training program components.
5. Knowledge and ability to adhere to confidentiality and ethical issues.
6. Knowledge of interviewing and assessment of skills and potential for individuals and groups.
7. Knowledge of basic crisis intervention practices and knowledge of community resources for referral.
8. Ability to communicate effectively, verbally and in writing.
9. Ability to maintain consistency with administrative and departmental policies through appropriate behavior, dress, attitude, attendance, confidentiality, professionalism and reliability.
10. Computer knowledge including word processing and spreadsheets.
11. Adherence to the safety, health and regulatory requirements as described in Easter Seals Central Texas policies and procedures.
12. Respect for the value, potential and dignity for all participants in Easter Seals Central Texas' programs.

PHYSICAL ACTIVITIES AND REQUIREMENTS OF THIS POSITION (Self - explanatory)

Frequent Sitting _____ 1-2 hours a day _____ 2-3 hours a days <input checked="" type="checkbox"/> 3-4 hours a day _____ Hours a day	Exposure to extreme bright or inadequate lighting _____ 1-2 hours a day _____ <input checked="" type="checkbox"/> 2-3 hours a days _____ 3-4 hours a day _____ Hours a day	Exposure to Contaminants _____ 1-2 hours a day _____ 2-3 hours a days _____ 3-4 hours a day _____ <input type="checkbox"/> Hours a day
Standing/Stooping _____ 1-2 hours a day _____ 2-3 hours a days <input checked="" type="checkbox"/> 3-4 hours a day _____ Hours a day	Performing repetitive motions _____ 1-2 hours a day _____ <input checked="" type="checkbox"/> 2-3 hours a days _____ 3-4 hours a day _____ Hours a day	Outdoors, Exposed to Weather _____ 1-2 hours a day _____ <input checked="" type="checkbox"/> 2-3 hours a days _____ 3-4 hours a day _____ Hours a day
Lifting _____ 10-20 lbs. _____ 20-40 lbs. <input checked="" type="checkbox"/> 40-60 lbs. _____ 60+ lbs.	Finger Dexterity (Is, Handle, Control, or Feel Objects, Tools, or Controls) _____ 1-2 hours a day _____ 2-3 hours a days _____ <input checked="" type="checkbox"/> 3-4 hours a day _____ Hours a day	Exposure to Hot/Cold Temps. (90 F+ or 32 F-) _____ 1-2 hours a day _____ 2-3 hours a days _____ <input checked="" type="checkbox"/> 3-4 hours a day _____ Hours a day
Walking/Running <input checked="" type="checkbox"/> 1-2 hours a day _____ 2-3 hours a days _____ 3-4 hours a day _____ Hours a day	Exposure to Healthcare Bio-hazards (i.e., disease & illness) _____ 1-2 hours a day _____ 2-3 hours a days _____ 3-4 hours a day _____ <input type="checkbox"/> Hours a day	Kneeling, Crouching, Stooping, or Crawling _____ <input checked="" type="checkbox"/> 1-2 hours a day _____ 2-3 hours a days _____ 3-4 hours a day _____ Hours a day
Bending/Twisting <input checked="" type="checkbox"/> 1-2 hours a day _____ 2-3 hours a days _____ 3-4 hours a day _____ Hours a day	Exposure to Sounds, Noise Levels That are Distracting or Uncomfortable _____ 1-2 hours a day _____ 2-3 hours a days _____ 3-4 hours a day _____ <input type="checkbox"/> Hours a day	Additional Factors - enter here _____ 1-2 hours a day _____ 2-3 hours a days _____ 3-4 hours a day _____ Hours a day

Vice President, HR & Admin.

Approval Date:

I have received and reviewed this position description.

Position Occupant:

Approval Date:



Easter Seals Central Texas Position Description

Position Description - Part C and Performance Evaluation Form

Name: _____
Position Title: _____
Specific Performance Objectives – Fiscal Year 2013 (Fiscal year that position description or performance evaluation is for)

[Put a capital X for correct description]
Position Description - Part C
Interim Evaluation
Annual Evaluation

X

Individual Goals (Will constitute 90% of review criteria)	Insert percentage to be obtained in this column	Insert actual obtained percentage in this column (Blank for Part C, completed for Evaluation)
Provide computer instructions for 200 youth with disabilities	75%	
Complete 200 intakes and maintain documentation to meet funding compliance requirements	25%	
Total:	90%	0%
Team Goals: (Will constitute 10% of review criteria)	Insert % of Total here	Insert % Obtained when reviewing
ESCT Net Income (vs FY 2013)	5%	
Line of Service Budget management	5%	
Total:	10%	0%
Specific Performance Objectives Total	100%	0%

Excellent	Skilled	Needs Improvement	Unsatisfactory
90-100	80-89	70-79	69& below

[Bold the category listed above that is same as specific performance objectives total]

Comments:

Insert overall performance comments here.

Developmental Needs and Plans for Performance Development and/or Improvement

Insert developmental needs and plans for performance development and/or improvement here.

My signature below verifies I have participated in my evaluation. My comments are:

Employee Signature _____ Date _____

Reviewer's Name (Printed) _____ Date _____

Reviewer's Signature _____ Date _____

Reviewer's reporting relationship to employee: _____ Immediate Supervisor _____



Easter Seals Central Texas Position Description

Position Title:	Deaf Services Coordinator	Dept:	Employment Services
FLSA Status:	Non-Exempt	Classification:	Professional I
Approval Date:		Revision Date:	February 1, 2013
Reports to:	Director of Employment Services	Credential:	Bachelor's degree or equivalent
Positions supervised:			

The Deaf Services Coordinator reports directly to the Director of Employment Services and as a member of the Employment Services team is responsible for providing quality services for persons served. Overseeing usage of computers to enhance independence for persons served through the Liberation Station, and serving 4 deaf clients weekly in addition to referrals from TSBVH. Specific operational priorities are identified in the annual Organization's Operational Work Plan. The occupant of this position is guided by the Organizational Systems Manual (policies and procedures), multi-year Strategic Plan, Operational Work Plan, Organizational Calendar and teamwork expectations in the conduct of all professional activities. The occupant is expected to maintain skills and knowledge essential for successful job performance.

ESSENTIAL FUNCTIONS AND BASIC DUTIES

1. Provide computer support for deaf clients(5) and others who use the computers in Liberation Station.
2. Implement and coordinate the on-going support for clients in their computer usage and learning goals.
3. Participate in staff and other trainings as requested to foster professional growth.
4. Report, at once or at least within twenty-four hours of awareness, any suspected cases of neglect, exploitation, or abuse involving program participants.
5. Act as a professional advocate for persons with disabilities to assure the receipt of any or all support services needed.
6. Establish and maintain professional, working relationships with all external and internal stakeholders.
7. Other duties as assigned

MINIMUM QUALIFICATIONS/EDUCATION/CERTIFICATION and/or EQUIVALENT EXPERIENCE

Bachelor's degree in a related field (e.g., education, sociology, social services, or liberal arts) and one year full-time experience performing similar duties in a rehabilitation agency or organization (two years may be substituted for one year of college with eight years experience being equivalent to a college degree).

This description is intended to indicate the kinds of tasks and levels of work difficulty required of the position given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of management to assign, direct and control the work of employees under supervision. The listing of duties and responsibilities shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.

KNOWLEDGE, SKILLS AND ABILITIES

1. Demonstrate the ability to work cooperatively with other employees, clients and their families.
2. Knowledge and skills related to the ability to support clients with disabilities with computer skill acquisition.
3. Knowledge and ability to adhere to confidentiality and ethical issues.
4. Ability to maintain consistency with administrative and departmental policies through appropriate behavior, dress, attitude, attendance, confidentiality, professionalism and
5. Computer knowledge including word processing and spreadsheets.
6. Adherence to the safety, health and regulatory requirements as described in Easter Seals Central Texas policies and procedures.
7. Respect for the value, potential and dignity for all participants in Easter Seals Central Texas' programs.

PHYSICAL ACTIVITIES AND REQUIREMENTS OF THIS POSITION (Self - explanatory)

Frequent Sitting <input checked="" type="checkbox"/> 1-2 hours a day <input type="checkbox"/> 2-3 hours a day <input type="checkbox"/> 3-4 hours a day <input type="checkbox"/> Hours a day	Exposure to extreme bright or inadequate lighting <input type="checkbox"/> 1-2 hours a day <input type="checkbox"/> 2-3 hours a day <input type="checkbox"/> 3-4 hours a day <input type="checkbox"/> Hours a day	Exposure to Contaminants <input type="checkbox"/> 1-2 hours a day <input type="checkbox"/> 2-3 hours a day <input type="checkbox"/> 3-4 hours a day <input type="checkbox"/> Hours a day
Standing/Stooping <input checked="" type="checkbox"/> 1-2 hours a day <input type="checkbox"/> 2-3 hours a day <input type="checkbox"/> 3-4 hours a day <input type="checkbox"/> Hours a day	Performing repetitive motions <input type="checkbox"/> 1-2 hours a day <input checked="" type="checkbox"/> 2-3 hours a day <input type="checkbox"/> 3-4 hours a day <input type="checkbox"/> Hours a day	Outdoors, Exposed to Weather <input checked="" type="checkbox"/> 1-2 hours a day <input type="checkbox"/> 2-3 hours a day <input type="checkbox"/> 3-4 hours a day <input type="checkbox"/> Hours a day
Lifting <input type="checkbox"/> 10-20 lbs. <input type="checkbox"/> 20-40 lbs. <input checked="" type="checkbox"/> 40-60 lbs. <input type="checkbox"/> 60+ lbs.	Finger Dexterity (i.e. Handle, Control, or Feel Objects, Tools, or Controls) <input type="checkbox"/> 1-2 hours a day <input type="checkbox"/> 2-3 hours a day <input checked="" type="checkbox"/> 3-4 hours a day <input type="checkbox"/> Hours a day	Exposure to Hot/Cold Temps. (90 F+ or 32 F -) <input type="checkbox"/> 1-2 hours a day <input type="checkbox"/> 2-3 hours a day <input type="checkbox"/> 3-4 hours a day <input type="checkbox"/> Hours a day
Walking/Running <input checked="" type="checkbox"/> 1-2 hours a day <input type="checkbox"/> 2-3 hours a day <input type="checkbox"/> 3-4 hours a day <input type="checkbox"/> Hours a day	Exposure to Healthcare Bio-hazards (i.e., disease & illness) <input type="checkbox"/> 1-2 hours a day <input type="checkbox"/> 2-3 hours a day <input type="checkbox"/> 3-4 hours a day <input type="checkbox"/> Hours a day	Kneeling, Crouching, Stooping, or Crawling <input checked="" type="checkbox"/> 1-2 hours a day <input type="checkbox"/> 2-3 hours a day <input type="checkbox"/> 3-4 hours a day <input type="checkbox"/> Hours a day
Bending/Twisting <input checked="" type="checkbox"/> 1-2 hours a day <input type="checkbox"/> 2-3 hours a day <input type="checkbox"/> 3-4 hours a day <input type="checkbox"/> Hours a day	Exposure to Sounds, Noise Levels That are Distracting or Uncomfortable <input type="checkbox"/> 1-2 hours a day <input type="checkbox"/> 2-3 hours a day <input type="checkbox"/> 3-4 hours a day <input type="checkbox"/> Hours a day	Additional Factors - enter here <input type="checkbox"/> 1-2 hours a day <input type="checkbox"/> 2-3 hours a day <input type="checkbox"/> 3-4 hours a day <input type="checkbox"/> Hours a day

Vice President, HR & Admin.

Approval Date:

I have received and reviewed this position description.

Position Occupant:

Approval Date:



Easter Seals Central Texas Position Description

Position Description - Part C and Performance Evaluation Form

Name: _____
Position Title: Deaf Services Coordinator
Specific Performance Objectives – Fiscal Year 2013 [Fiscal year that position description or performance evaluation is for]

(Put a capital X for correct description)
Position Description - Part C
Interim Evaluation
Annual Evaluation

X

Individual Goals (Will constitute 90% of review criteria)	Insert percentage to be obtained in this column	Insert actual obtained percentage in this column (Blank for Part C, completed for Evaluation)
Support 5 deaf clients weekly in computer access and learning activities.	50%	
Support "Go Project" classes in learning ASL.	30%	
Maintain case files for deaf clients served to meet 100% compliance.	20%	
Total:	90%	0%
Team Goals: (Will constitute 10% of review criteria)	Insert % of Total here	Insert % Obtained when reviewing
ESCT Net Income (vs. FY13 budgeted)	5%	
Line of Service Budget Management	5%	
Total:	10%	0%
Specific Performance Objectives Total	100%	0%

Excellent	Skilled	Needs Improvement	Unsatisfactory
90-100	80-89	70-79	69& below

[Bold the category listed above that is same as specific performance objectives total]

Comments:

Insert overall performance comments here.

Developmental Needs and Plans for Performance Development and/or Improvement

Insert developmental needs and plans for performance development and/or improvement here.

My signature below verifies I have participated in my evaluation. My comments are:

Employee Signature

Date

Reviewer's Name (Printed)

Date

Reviewer's Signature

Date

Reviewer's reporting relationship to employee:

Immediate Supervisor



Easter Seals Central Texas

Position Description

Name: _____

Position Title:	Community Services Program Specialist	Dept:	Department: Employment Services
FLSA Status:	Non Exempt	Classification:	Business Function II
Approval Date:	February 1, 2013	Revision Date:	Revised: January 2013
Reports to:	Director, Employment Services	Credential:	Credential: Bachelors degree preferred
Positions supervised:	PRN Job Coaches		

The Follow Along Specialist/Independent Living Coordinator reports directly to the Director of Employment Services and team is responsible for providing quality services for persons served. FollowAlong Services (80 clients) include job-site training and coaching, employer consultations, and off-site support as appropriate to increase individual's success and satisfaction with their employment. Independent Living (9 clients) supports include organizing and supporting the "Indies" as they plan and participate in local activities, classes and events. Specific operational priorities are identified in the annual Organization's Operational Work Plan. The occupant of this position is guided by the Organizational Systems Manual (policies and procedures), multi-year Strategic Plan, Operational Work Plan, Organizational Calendar and teamwork expectations in the conduct of all professional activities. The occupant is expected to maintain skills and knowledge essential for successful job performance.

1. Maintain client case files including consents and case notes.
2. Serve as a back up job coach for individuals by providing appropriate on the job training and/or by hiring, supervising, and training job coaches.
3. Implement and coordinate the on-going follow along support for clients who have been on the job three months or longer.
4. Create a service plan for each follow along client during the first quarter of the calendar year.
5. Coordinate and accompany the Indies in their outings and community activities.
6. Create a service plan for each Independent Living client yearly and with 2 weeks of program admission.
7. Report census data each quarter for the City, County and DARS as appropriate.
8. Participate in special studies, grant research or data collection activities as requested.
9. Act as a professional advocate for persons with disabilities to assure the receipt of any or all support services needed.
10. Other duties as assigned

MINIMUM QUALIFICATIONS/EDUCATION/CERTIFICATION and/or EQUIVALENT EXPERIENCE

Bachelors' degree preferred. Able to create/maintain electronic case documents; work in a fast paced social services setting. Bilingual pref. CPR and First Aid required.

KNOWLEDGE, SKILLS and ABILITIES

1. Demonstrate the ability to work cooperatively with other employees, clients and their families and external stakeholders of ESCT.
2. Knowledge and skills related to the ability to manage the delivery of employment program components.
3. Knowledge and ability to adhere to confidentiality and ethical issues.
4. Knowledge of interviewing and assessment of skills and potential for individuals and groups.
5. Knowledge of basic crises intervention practices and knowledge of community resources for referral.
6. Ability to communicate effectively, verbally and in writing.
7. Computer knowledge including word processing and spreadsheets.
8. Respect for the value, potential and dignity for all participants in Easter Seals Central Texas' programs.
9. Adherence to the safety, health and regulatory requirements as described in Easter Seals Central Texas policies and procedures.

PHYSICAL ACTIVITIES AND REQUIREMENTS OF THIS POSITION [Self - explanatory]

Exposure to extreme bright or inadequate lighting

<input checked="" type="checkbox"/> 1-2 hours a day	_____	1-2 hours a day
<input type="checkbox"/> 2-3 hours a day	_____	2-3 hours a day
<input type="checkbox"/> 3-4 hours a day	_____	3-4 hours a day
<input type="checkbox"/> Hours a day	0	Hours a day

Exposure to Contaminants

_____	1-2 hours a day
_____	2-3 hours a day
_____	3-4 hours a day
0	Hours a day

Standing/Stooping

<input checked="" type="checkbox"/> 1-2 hours a day	<input checked="" type="checkbox"/> Performing repetitive motions	1-2 hours a day
<input type="checkbox"/> 2-3 hours a day	_____	2-3 hours a day
<input type="checkbox"/> 3-4 hours a day	_____	3-4 hours a day
<input type="checkbox"/> Hours a day	_____	Hours a day

Outdoors, Exposed to Weather

<input checked="" type="checkbox"/> _____	1-2 hours a day
_____	2-3 hours a day
_____	3-4 hours a day
_____	Hours a day

Lifting

<input type="checkbox"/> 10-20 lbs.	<input type="checkbox"/> Finger Dexterity (ie. Handle, Control, or Feel Objects, Tools, or Controls)	1-2 hours a day
<input type="checkbox"/> 20-40 lbs.	_____	2-3 hours a day
<input checked="" type="checkbox"/> 40-60 lbs.	<input checked="" type="checkbox"/> _____	3-4 hours a day
<input type="checkbox"/> 60+ lbs.	_____	Hours a day

Exposure to Hot/Cold Temps.(90 F+ or 32 F -)

_____	1-2 hours a day
_____	2-3 hours a day
_____	3-4 hours a day
0	Hours a day

Walking/Running

<input checked="" type="checkbox"/> 1-2 hours a day	<input type="checkbox"/> Exposure to Healthcare Bio-hazards (ie., disease & illness)	1-2 hours a day
<input type="checkbox"/> 2-3 hours a day	_____	2-3 hours a day
<input type="checkbox"/> 3-4 hours a day	_____	3-4 hours a day
<input type="checkbox"/> Hours a day	0	Hours a day

Kneeling, Crouching, Stooping, or Crawling

<input checked="" type="checkbox"/> _____	1-2 hours a day
_____	2-3 hours a day
_____	3-4 hours a day
_____	Hours a day

Bending/Twisting

<input checked="" type="checkbox"/> 1-2 hours a day	<input type="checkbox"/> Exposure to Sounds, Noise Levels That are Distracting or Uncomfortable	1-2 hours a day
<input type="checkbox"/> 2-3 hours a day	_____	2-3 hours a day
<input type="checkbox"/> 3-4 hours a day	_____	3-4 hours a day
<input type="checkbox"/> Hours a day	0	Hours a day

Additional Factors - enter here

_____	1-2 hours a day
_____	2-3 hours a day
_____	3-4 hours a day
_____	Hours a day

Vice President, HR & Admin. _____

Approval Date: _____

I have received and reviewed this position description.

Position Occupant: _____

Approval Date: _____

I have received and reviewed this position description.

Position Occupant: _____

Approval Date: _____



Easter Seals Central Texas

Position Description

Name: _____

Position Description - Part C and Performance Evaluation Form

Name: _____

Position Title: Follow Along Specialist/Independent Living Coordinator

Specific Performance Objectives – Fiscal Year 2013 [Fiscal year that position description or performance evaluation is for]

[Put a capital X for correct description]

Position Description - Part C

Interim Evaluation

Annual Evaluation

X

Individual Goals (Will constitute 90% of review criteria)	Insert percentage to be obtained in this column	Insert actual obtained percentage in this column (Blank for Part C, completed for Evaluation)
Maintain census of 9 clients enrolled in Independent Living	30%	
Maintain caseload of 88 Follow Along clients	30%	
Create service plan for each client served (minimum of 97)	20%	
Ensure compliance with funders (County and DARS)	20%	
Total:	90%	0%
Team Goals: (Will constitute 10% of review criteria)	Insert % of Total here	Insert % Obtained when reviewing
ESCT Net Income (vs FY13)	5%	
Line of Service Budget Management	5%	
Total:	10%	
Specific Performance Objectives Total	100%	0%

Excellent	Skilled	Needs Improvement	Unsatisfactory
90-100	80-89	70-79	69& below

[Bold the category listed above that is same as specific performance objectives total]

Comments:

Insert overall performance comments here.

Developmental Needs and Plans for Performance Development and/or Improvement

Insert developmental needs and plans for performance development and/or improvement here.

My signature below verifies I have participated in my evaluation. My comments are:

Employee Signature _____

Date _____

Reviewer's Name (Printed) _____

Date _____

Reviewer's Signature _____

Date _____

Reviewer's reporting relationship to employee: _____

Immediate Supervisor _____



Easter Seals Central Texas Position Description

Position Title:	Employment Program Specialist	Dept:	Employment Services
FLSA Status:	Exempt	Classification:	Professional
Approval Date:	July 19, 2013	Revision Date:	July 19, 2013
Reports to:	Counseling and Employment Services Director	Credential:	None, bilingual preferred
Positions supervised:	None		

The Program Specialist reports directly to the Counseling and Employment Services Director and as a member of the Workforce Development - Employment Services team is responsible for programmatic support to consumers in the supported employment and paid job training programs to serve the needs of participants and program goals. The occupant of this position is guided by the Organizational Systems Manual (policies and procedures), multi-year Strategic Plan, Operational Work Plan, Organizational Calendar and teamwork expectations in the conduct of all professional activities. The occupant is expected to maintain skills and knowledge essential for successful job performance.

ESSENTIAL FUNCTIONS AND BASIC DUTIES

- 1 Responsible for effective service delivery that includes support necessary for clients to succeed in their program plans.
- 2 Creates and maintains program reporting systems to ensure compliance with grant and contract requirements
- 3 Ensure accuracy and completion of consumer files and program files according to agency, DARS and City/County requirements.
- 4 Perform administrative functions including document preparations to secure financial assistance for program participants
- 5 Processes billing and paperwork for all program activities to meet contract requirements and secure payment
- 6 Compile and complete client satisfactions surveys two times a year or as directed.
- 7 Provide support and coordination assistance for the Job Coach team.
- 8 Coordinates program analysis and special short-term projects as needed.
- 9 Other duties as assigned

MINIMUM QUALIFICATIONS/EDUCATION/CERTIFICATION and/or EQUIVALENT EXPERIENCE

Bachelor's degree in health or human services, business or demonstrated equivalent experience in related field, plus three or more years of experience in business administration. Experience with outreach and training programs and program administration.

This description is intended to indicate the kinds of tasks and levels of work difficulty required of the position given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of management to assign, direct and control the work of employees under supervision. The listing of duties and responsibilities shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.

KNOWLEDGE, SKILLS and ABILITIES

- 1 Demonstrated knowledge of community resources and ability to prepare, analyze and interpret program information accurately on a regular basis and present information in a clear and concise manner
- 2 Demonstrated ability to coordinate multiple activities, manage time and evaluate progress and allocate resources to completing activities
- 3 Experience with disability services programs and ability to work with diverse communities
- 4 Working knowledge of social service and disability service delivery system in Texas; knowledge may be based on personal experience, professional training and experience in direct service delivery
- 5 Ability to maintain confidentiality and adhere to code of ethics and other ethical issues
- 6 Excellent writing and communication skills; proficiency in word processing and database programs
- 7 Evidence of commitment to full inclusion of individuals with disabilities in all aspects of society

PHYSICAL ACTIVITIES AND REQUIREMENTS OF THIS POSITION (Self - explanatory)

Frequent Sitting <input type="checkbox"/> 1-2 hours a day <input type="checkbox"/> 2-3 hours a days <input checked="" type="checkbox"/> 3-4 hours a day <input type="checkbox"/> Hours a day	Exposure to extreme bright or inadequate lighting <input type="checkbox"/> 1-2 hours a day <input type="checkbox"/> 2-3 hours a days <input type="checkbox"/> 3-4 hours a day <input type="checkbox"/> Hours a day	Exposure to Contaminants <input type="checkbox"/> 1-2 hours a day <input type="checkbox"/> 2-3 hours a days <input type="checkbox"/> 3-4 hours a day <input type="checkbox"/> Hours a day
Standing/Stooping <input checked="" type="checkbox"/> 1-2 hours a day <input type="checkbox"/> 2-3 hours a days <input type="checkbox"/> 3-4 hours a day <input type="checkbox"/> Hours a day	Performing repetitive motions <input type="checkbox"/> 1-2 hours a day <input type="checkbox"/> 2-3 hours a days <input checked="" type="checkbox"/> 3-4 hours a day <input type="checkbox"/> Hours a day	Outdoors, Exposed to Weather <input type="checkbox"/> 1-2 hours a day <input type="checkbox"/> 2-3 hours a days <input type="checkbox"/> 3-4 hours a day <input type="checkbox"/> Hours a day
Lifting <input checked="" type="checkbox"/> 10-20 lbs. <input type="checkbox"/> 20-40 lbs. <input type="checkbox"/> 40-60 lbs. <input type="checkbox"/> 60+ lbs.	Finger Dexterity (ie. Handle, Control, or Feel Objects, Tools, or Controls) <input type="checkbox"/> 1-2 hours a day <input type="checkbox"/> 2-3 hours a days <input checked="" type="checkbox"/> 3-4 hours a day <input type="checkbox"/> Hours a day	Exposure to Hot/Cold Temps. (90 F+ or 32 F -) <input checked="" type="checkbox"/> 1-2 hours a day <input type="checkbox"/> 2-3 hours a days <input type="checkbox"/> 3-4 hours a day <input type="checkbox"/> Hours a day
Walking/Running <input checked="" type="checkbox"/> 1-2 hours a day <input type="checkbox"/> 2-3 hours a days <input type="checkbox"/> 3-4 hours a day <input type="checkbox"/> Hours a day	Exposure to Healthcare Bio-hazards (ie., disease & illness) <input type="checkbox"/> 1-2 hours a day <input type="checkbox"/> 2-3 hours a days <input type="checkbox"/> 3-4 hours a day <input type="checkbox"/> Hours a day	Kneeling, Crouching, Stooping, or Crawling <input checked="" type="checkbox"/> 1-2 hours a day <input type="checkbox"/> 2-3 hours a days <input type="checkbox"/> 3-4 hours a day <input type="checkbox"/> Hours a day
Bending/Twisting <input checked="" type="checkbox"/> 1-2 hours a day <input type="checkbox"/> 2-3 hours a days <input type="checkbox"/> 3-4 hours a day <input type="checkbox"/> Hours a day	Exposure to Sounds, Noise Levels That are Distracting or Uncomfortable: <input type="checkbox"/> 1-2 hours a day <input type="checkbox"/> 2-3 hours a days <input type="checkbox"/> 3-4 hours a day <input type="checkbox"/> Hours a day	Additional Factors - enter here <input type="checkbox"/> 1-2 hours a day <input type="checkbox"/> 2-3 hours a days <input type="checkbox"/> 3-4 hours a day <input type="checkbox"/> Hours a day

Vice President, HR & Admin.

Approval Date:

I have received and reviewed this position description.

Position Occupant:

Approval Date:



Easter Seals Central Texas Position Description

Position Description - Part C and Performance Evaluation Form

Name: _____
Position Title: _____
Specific Performance Objectives – Fiscal Year 2013 [Fiscal year that position description or performance evaluation is for]

[Put a capital X for correct description]
Position Description - Part C
Interim Evaluation
Annual Evaluation

X

Individual Goals (Will constitute 95% of review criteria)	Insert percentage to be obtained in this column	Insert actual obtained percentage in this column (Blank for Part C, completed for Evaluation)
Ensure direct and indirect services are provided, reported and billed (as appropriate) for 100 program participants	40%	
Track performance metrics for DARS contract activities and others as assigned.	25%	
Oversee satisfaction surveys 2 times a year, May and November to 20% of clients served in each prog.	20%	
Complete quarterly reporting for the City and County on or before deadline (10th of the month following quarter close).	15%	
Total:	90%	0%
Team Goals: (Will constitute 10% of review criteria)	Insert % of Total here	Insert % Obtained when reviewing
ESCT Net Income (vs. FY13 budgeted)	5%	
Line of Service Budget Management	5%	
Total:	10%	
Specific Performance Objectives Total	100%	0%

Excellent	Skilled	Needs Improvement	Unsatisfactory
90-100	80-89	70-79	69& below

[Bold the category listed above that is same as specific performance objectives total]

Comments:

Insert overall performance comments here.

Developmental Needs and Plans for Performance Development and/or Improvement

Insert developmental needs and plans for performance development and/or improvement here.

My signature below verifies I have participated in my evaluation. My comments are:

Employee Signature

Date

Reviewer's Name (Printed)

Date

Reviewer's Signature

Date

Reviewer's reporting relationship to employee:

Immediate Supervisor

Early Childhood Intervention- Supervisor

Location: Austin, TX – 80% travel

Job Type: Full-time, Exempt with full benefits 1st of the month following 90 days

Reports to: ECI Team Lead

In keeping with our mission, we provide exceptional services to ensure that all people with disabilities or special needs and their families have equal opportunities to live, learn, work and play in their communities. We offer competitive pay and benefits, a positive work environment, and opportunities to make a difference in the lives of those we serve.

Responsible for all aspects of early intervention program development, administration and evaluation. Provides supervision to the early intervention team.

JOB RESPONSIBILITIES:

- Supervise and train early intervention staff by providing ongoing communication and conducting performance evaluations.
- Complete developmental assessments of individuals served and participate in multidisciplinary evaluations.
- Provide training in accordance with written program plan to both child and family members.
- Interact with family and child in an emotionally supportive and therapeutic manner to reinforce appropriate behavior.
- Conduct family needs surveys to determine priorities, resources and concerns, as well as family strengths.
- Select and/or design curriculum, and revise or replace as necessary.
- Assist family in identifying social and community resources and natural supports, and train them to utilize such resources.
- Maintain files regarding the progress of child and family, and document other required information.
- Participate in service delivery planning, coordination and implementation, and make recommendations regarding policy and procedure for early intervention.

KNOWLEDGE, SKILLS & ABILITIES

- Knowledge of Company policies and procedures.
- Knowledge of early childhood development.
- Knowledge of applicable regulatory requirements.
- Skill in working with individuals with developmental disabilities.
- Ability to communicate effectively in a courteous and professional manner.
- Ability to use a personal computer.
- Ability to travel as needed up to 80% locally
- Ability to drive.
- Ability to maintain a patient and positive attitude.

EDUCATION & EXPERIENCE

Bachelor's Degree in Child Development, Early Intervention or a related field. Eligibility certification as an Early Interventionist must be maintained and renewed every three (3) years. Completion of State requirements must be met. Must have a valid driver's license.

Submit resumes with salary requirements to hresources@eastersealstx.com or fax to (512) 615-7121 EOE



Easter Seals Central Texas Position Description

Position Title:	Director, Therapeutic Services	Dept:	Children & Family Services
FLSA Status:	Exempt	Classification:	Director
Approval Date:	July 31, 2013	Revision Date:	July 31, 2013
Reports to:	Vice President Operations & Finance	Credential:	None
Positions supervised:	ECI and Rehab Team Leads		

The Director, Therapeutic Services reports directly to the Vice President Operations & Finance and as a member of the Children & Family Services team will be responsible for identifying, developing and managing the operations of the Children & Family Services Department in order to meet the needs of the community and support the strategic goals and mission of Easter Seals Central Texas. Responsibilities include promotion, administration and evaluation of medical rehabilitation programs that are mission-based, fiscally responsible and meet or exceed the requirements of regulatory and/or certification agencies. Specific operational priorities are identified in the annual Organization's Operational Work Plan. The occupant of this position is guided by the Organizational Systems Manual (policies and procedures), multi-year Strategic Plan, Operational Work Plan, Organizational Calendar and teamwork expectations in the conduct of all professional activities. The occupant is expected to maintain skills and knowledge essential for successful job performance.

ESSENTIAL FUNCTIONS AND BASIC DUTIES

Strategic Planning

1. Is an active member of the organization's management team. Participates in strategic planning and development of departmental strategic goals tied to the organizational plan.
2. Develops and monitors goal attainment of departmental business plan. Communicates the plan and department performance related to the plan to administration, including variance reports addressing positive and negative variances, possible contributing factors and an action plan, when appropriate, to address the variance.
3. Performs/facilitates a community assessment of needs in relation to current local and national trends in the rehabilitation marketplace. Uses outcomes and knowledge in determining the strategic direction of the department and programs.
4. Collaborates with other organizations in the community to identify program needs and maximize program potential through coordinated service delivery.
5. Oversees marketing and promotion of rehabilitation programming. This includes but is not limited to the development and implementation of an annual marketing plan that corresponds to the organizational and departmental strategic plan.
6. Develops and facilitates referral and donor relationships including participation in fundraising activities in collaboration with the development department and/or plan.
7. Collaborates with physician consultant to review the organization's rehabilitation services as related to community need, program performance community awareness, quality of care and/or program enhancements.

Administration

1. Actively participates in quality improvement process through Quality Improvement, Quality Assurance, Environmental Quality and/or Utilization/Peer Review Committees.
2. Maintains and updates policies and procedures for the organization's rehab facilities to comply with the local, state and federal regulatory agency rules.
3. Maintains corporate compliance and HIPAA programs. Monitors employee training and compliance.
4. Conducts client record/chart audits for appropriate utilization of services and resources. Reports to Utilization Review Committee.
5. Develops and maintains position descriptions, qualification specifications, and performance standards for all positions supervised and ensures ongoing competence through coordinated competence and performance assessment activity.
6. Facilitates communication by ensuring formal and informal methods are routinely employed including routine staff meetings, written communications, electronic communications and other outlets as identified.
7. Ensures compliance with appropriate standards of accreditation agencies. Prepares for and coordinates surveys; develops and implements corrective action plans.
8. Maintains current knowledge of standards and revisions to regulations and keep up-to-date on current legislation and regulations that apply to children and family services.
9. Maintains current knowledge of standards and revisions to regulations and keep up-to-date on current legislation and regulations that apply to children and family services.

Fiscal Management

1. Drafts annual program budget in collaboration with CEO, Finance staff and/or others.
2. Monitors program performance against budget on at least a monthly basis.
3. Analyzes program performance against budget projections and determines actions necessary for variances.
4. Analyzes data and information to determine need for strategic shifts in operations.
5. Contributes to the determination of provider enrollment opportunities with third party payors and participates in contract negotiation for rates based on cost and value of services.
6. Monitors coding, billing, and collections process, including denials of payment, with business operations department to assist with timely and accurate collection of payment.
7. Assists finance department in determining fair and appropriate charges for services based on cost and value of the service.

Clinical Leadership

1. Provides guidance and supervision to facilitate effective program operations.
2. Provides/encourages leadership, guidance and continued personal development of clinical skills of staff in order to build and maintain a staff of premier service providers.
3. Participates in staffing decisions including hiring, assigning, evaluating, disciplining and termination.
4. Develops new programs and revises existing programs in response to community needs assessment information.
5. Participates actively in professional organizations and encourages others to participate through a variety of means including membership, advocacy activities, and educational activities.
6. Collaborates with other departments in the development and delivery of services with the result of services being integrated throughout the organization allowing for cross-service line referral, integrated materials, whole-organization marketing and other benefits gained through a team approach.

MINIMUM QUALIFICATIONS/EDUCATION/CERTIFICATION and/or EQUIVALENT EXPERIENCE

- Minimum of entry level bachelor's/master's in chosen health-related discipline. Prefer master's degree in management/administration.
- Minimum of five years of experience working in a clinical setting (or setting similar to affiliate) with supervisory responsibilities. Prefer ten years of progressive experience with at least two years in a leadership position and/or proven track record of progressive business growth.
- Must have First Aid and CPR certification.
- Must pass TB test, criminal and background check including fingerprints.
- Must have current driver's license, copy of driving record and proof of automobile insurance.
- Demonstrated oral and written communication skills.

This description is intended to indicate the kinds of tasks and levels of work difficulty required of the position given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of management to assign, direct and control the work of employees under supervision. The listing of duties and responsibilities shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.

KNOWLEDGE, SKILLS and ABILITIES

1. Advanced supervisory and management skills.
2. Respect for the value, potential and dignity of service participants and their families.
3. Knowledge and skills related to achieving successful outcomes for persons at risk of, or with developmental and/or rehabilitative challenges.
4. Demonstrated track record in meeting mission through attainment of bottom line revenue greater than expense.
5. Demonstrated track record in attaining and maintaining contract program goals and budget goals.
6. Ability to communicate effectively, verbally, and in writing, internally and in the external environment.
7. Work independently and use good judgment.
8. Must have proven business development skills.



Easter Seals Central Texas Position Description

PHYSICAL ACTIVITIES AND REQUIREMENTS OF THIS POSITION [Self - explanatory]

Frequent Sitting

☐ 1-2 hours a day
☐ 2-3 hours a day
☐ 3-4 hours a day
☒ 8 Hours a day

Exposure to extreme bright or inadequate lighting

☐ N/A ☐ 1-2 hours a day
☐ ☐ 2-3 hours a day
☐ ☐ 3-4 hours a day
☐ ☐ Hours a day

Exposure to Contaminants

☐ N/A ☐ 1-2 hours a day
☐ ☐ 2-3 hours a day
☐ ☐ 3-4 hours a day
☐ ☐ Hours a day

Standing/Stooping

☒ 1-2 hours a day
☐ 2-3 hours a day
☐ 3-4 hours a day
☐ Hours a day

Performing repetitive motions

☐ ☐ 1-2 hours a day
☐ ☐ 2-3 hours a day
☐ ☒ 3-4 hours a day
☐ ☐ Hours a day

Outdoors, Exposed to Weather

☐ N/A ☐ 1-2 hours a day
☐ ☐ 2-3 hours a day
☐ ☐ 3-4 hours a day
☐ ☐ Hours a day

Lifting

☒ 10-20 lbs.
☐ 20-40 lbs.
☐ 40-60 lbs.
☐ 60+ lbs.

Finger Dexterity (ie. Handle, Control, or Feel Objects, Tools, or Controls)

☐ ☐ 1-2 hours a day
☐ ☐ 2-3 hours a day
☐ ☒ 3-4 hours a day
☐ ☐ Hours a day

Exposure to Hot/Cold Temps. (90 F+ or 32 F-)

☐ N/A ☐ 1-2 hours a day
☐ ☐ 2-3 hours a day
☐ ☐ 3-4 hours a day
☐ ☐ Hours a day

Walking/Running

☒ 1-2 hours a day
☐ 2-3 hours a day
☐ 3-4 hours a day
☐ Hours a day

Exposure to Healthcare Bio-hazards (ie., disease & illness)

☐ ☐ 1-2 hours a day
☐ ☐ 2-3 hours a day
☐ ☐ 3-4 hours a day
☐ ☐ Occasionally - Various Hours a day

Kneeling, Crouching, Stooping, or Crawling

☐ N/A ☐ 1-2 hours a day
☐ ☐ 2-3 hours a day
☐ ☐ 3-4 hours a day
☐ ☐ Hours a day

Bending/Twisting

☒ 1-2 hours a day
☐ 2-3 hours a day
☐ 3-4 hours a day
☐ Hours a day

Exposure to Sounds, Noise Levels That are Distracting or Uncomfortable

☐ N/A ☐ 1-2 hours a day
☐ ☐ 2-3 hours a day
☐ ☐ 3-4 hours a day
☐ ☐ Hours a day

Additional Factors - enter here

☐ ☐ 1-2 hours a day
☐ ☐ 2-3 hours a day
☐ ☐ 3-4 hours a day
☐ ☐ Hours a day

Vice President, HR & Admin.

Approval Date:

I have received and reviewed this position description.

Position Occupant:

Approval Date:



Easter Seals Central Texas Position Description

Position Description - Part C and Performance Evaluation Form

Name: _____

Position Title: Director, Therapeutic Services

Specific Performance Objectives - Fiscal Year 2014

[Put a capital X for correct description]

Position Description - Part C

Interim Evaluation

Annual Evaluation

X

Individual Goals (Will constitute 75% of review criteria)	Insert percentage to be obtained in this column	Insert actual obtained percentage in this column (Blank for Part C, completed for Evaluation)
	40%	
	20%	
	20%	
	20%	
Total:	75%	0%
Team Goals: (Will constitute 25% of review criteria)	Insert % of Total here	Insert % Obtained when reviewing
ESCT Gross Revenue (vs. FY14 budgeted)	5%	
ESCT Net Income (vs. FY14 budgeted)	10%	
ESCT Turnover Reduction (vs. prior year)	10%	
Total:	25%	
Specific Performance Objectives Total	100%	0%
90-100	80-89	70-79
		69& below

[Bold the category listed above that is same as specific performance objectives total]

Comments:

Insert overall performance comments here.

Developmental Needs and Plans for Performance Development and/or Improvement

Insert developmental needs and plans for performance development and/or improvement here.

My signature below verifies I have participated in my evaluation. My comments are:

Employee Signature _____

Date _____

Reviewer's Name (Printed) _____

Date _____

Reviewer's Signature _____

Date _____

Reviewer's reporting relationship to employee: _____

Immediate Supervisor _____



Easter Seals Central Texas POSITION DESCRIPTION

Name:

Position Title: Administrative Assistant

Department: ECI

FLSA Status: Non-Exempt

Credential: None

Approved: 9/11

Last Revised: 8/11

POSITION REPORTS TO: Program Director-ECI

POSITIONS SUPERVISED: None

POSITION PURPOSE

To lend clerical support to the Director and the ECI Program. Participates in the quality improvement program (including, but not limited to, Environmental Quality, Credential and Certification Currency, Continuing Education, and Training). The occupant of this position is guided by the Organizational Systems Manual (policies and procedures), multi-year Strategic Plan, Operational Work Plan, Organizational Calendar and teamwork expectations in the conduct of all professional activities. The occupant is expected to maintain skills and knowledge essential for successful job performance.

ESSENTIAL FUNCTIONS AND BASIC DUTIES

1. Attend staff meetings, agency and ECI team in services and trainings when assigned.
2. Notify staff on Human Resources documentation needed on a regular basis as required by agency standards.
3. Assist Program Director in providing general clerical support.
4. Act as back up for data entry to Business Office staff for all relative databases, including but not limited to, Carevoyant, Provider Soft, TKIDS, Access and Excel.
5. Complete data entry and reporting, timely and by appropriate means as necessary, for, but not limited to, the following:
 - Satisfaction Surveys
 - Goal Attainment
 - TRAD Reports
 - Two-Year-Old List
6. Distribute and collect Family Outcome Surveys from DARS ECI.
7. Gather paperwork for Contract Employees and complete packets as needed for contracts to begin.
8. Order materials as directed by ECI program director and process all check requests for submission to Program Director for approval.
9. Document completion of respite procedures including quarterly reporting to include training staff on Respite Program paperwork and process.
10. Maintain resource room and supply room, including, but not limited to, forms, organization, copies and faxes.
11. Provide oversight to student interns and volunteers as assigned
12. Maintain petty cash within agency standards.
13. Complete new hire orientation for ECI staff.
14. Run monthly reports from TRAD for staff.

As assigned:

1. Special projects as assigned

MINIMUM QUALIFICATIONS

EDUCATION/CERTIFICATION and/or EQUIVALENT EXPERIENCE: Prefer two or more years experience working in an administrative assistant position.

This description is intended to indicate the kinds of tasks and levels of work difficulty required of the position given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of management to assign, direct and control the work of employees under supervision. The listing of duties and responsibilities shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.

0 hours a day
day

0 hours a

Exposure to extreme bright or inadequate lighting Exposure to Contaminants
Exposure to Healthcare Bio-hazards

illness)

☐ 1-2 hours a day
☐ 2-3 hours a day
☐ 3-4 hours a day
0 hours a day
day

(ie., disease and

☐ 1-2 hours a day
☐ 2-3 hours a day
☐ 3-4 hours a day
0 hours a

Finger Dexterity (ie. Handle, Control, or Feel Objects, Tools, or Controls)

☐ 1-2 hours a day
☐ 2-3 hours a day
☐ 3-4 hours a day
7-8 hours a day

President/CEO _____

Approval Date _____

I have received and reviewed this position description.

Position Occupant _____

Approval Date _____



Easter Seals Central Texas

Position Description

Name: _____

Position Title:	<u>Service Coordinator</u>	Dept:	<u>Comprehensive Outpatient Rehabilitation</u>
FLSA Status:	<u>Exempt</u>	Classification:	<u>Professional</u>
Approval Date:	<u>September 4, 2013</u>	Revision Date:	<u>September 4, 2013</u>
Reports to:	<u>Rehab Team Lead</u>	Credential:	<u>None</u>
Positions supervised:	<u>None</u>		

POSITION PURPOSE

To handle all inquiries regarding services and insures that they are directed to the appropriate program. To ensure that all clients receiving services in CORP have the appropriate and completed signed consents and intake paperwork. Responsible for taking the lead in scheduling and Plan of Care paperwork and meetings back up. Providing backup scheduling. The occupant of this position exercises discretion and Independent judgment as they compare and evaluate possible courses of conduct and make decisions after all possibilities are considered. Some of the areas of discretion and Independent judgment are; carrying out major assignments such as the assignment of clients to sliding fee scale, handling complaints, and resolving disputes. Specific operational priorities are identified in the annual Organization's Operational Work Plan. The occupant of this position is guided by the Organizational Systems Manual (policies and procedures), multi-year Strategic Plan, Operational Work Plan, Organizational Calendar and teamwork expectations in the conduct of all professional activities. The occupant is expected to maintain skills and knowledge essential for successful job performance.

ESSENTIAL FUNCTIONS AND BASIC DUTIES

- 1 Receiving and screening all Service Inquiries within two business days of call/fax.
- 2 Scheduling clients in a timely manner meeting departmental guidelines.
- 3 Logging all inquiries received daily on the Service Inquiry Log.
- 4 Coordinating the referral, intake, admission, continuing treatment, transition planning, discharge and follow up processes for all individuals referred and/or admitted and/or discharged to/from treatment.
- 5 Responsible for the Plan of Care process for clients, providing planning, monitoring, referral, linkage/brokerage and advocacy services in collaboration with individual/family/guardian receiving services and the treatment team.
- 6 Managing case flow, resource triage, external referrals and collaboration with support networks.
- 7 Maintaining record documentation and data bases required to provide timely information and communications with all individuals directly involved in the Plan of Care and inquiry/intake process including the Sliding Fee Scale and SFS wait list. Coordinate information with all appropriate colleagues involved in business, administrative and support positions in the agency.
- 8 Performing Intake duties for all assigned clients.
- 9 Responsible for performing all discharge paperwork for clients terminating from the program.
- 10 Participation in the quality improvement program (including, but not limited to, Utilization and Peer Review, Health and Safety, Credential and Certification currency, continuing education and training, and special studies).
- 11 Complete record, activity and billing documentation, reports and referrals within program timelines.
- 12 maintain required databases, and information transfers to expedite smooth case flow.
- 13 Provide educational, developmental and referral for services according to agency standards.
- 14 Provide resource information to staff members, families/guardians, callers and individuals receiving services.
- 15 Assist and facilitate the work of team members, other departments and agency managers in attaining the goals and objectives of the organization including participation in agency wide events and activities.

MINIMUM QUALIFICATIONS/EDUCATION/CERTIFICATION and/or EQUIVALENT EXPERIENCE

Bachelor's or Master's degree in Social Work or degree in the human service field with case management training and/or certification. Two years experience providing service coordination for children and adults, preferably with special needs. Must be bilingual in Spanish.

This description is intended to indicate the kinds of tasks and levels of work difficulty required of the position given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of management to assign, direct and control the work of employees under supervision. The listing of duties and responsibilities shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.



Easter Seals Central Texas

Position Description

Name: _____

KNOWLEDGE, SKILLS and ABILITIES

- 1 Knowledge of disabilities found in children and, adults and knowledge of the issues families challenged by development risk and or
- 2 Knowledge of effective resource utilization applications during service delivery.
- 3 Ability to organize, allocate time and manage caseload requirements.
- 4 Knowledge of basic intake procedures for enrollment in services.
- 5 Ability to work cooperatively with other employees, individuals/families/guardian receiving services, consultants and community agencies.
- 6 Ability to communicate effectively, verbally and in writing, with participants, suppliers, co-workers, and supervisors.
- 7 Ability to work independently and use good judgment.
- 8 Ability to maintain consistency with administrative and departmental policies through appropriate behavior, dress, attitude, attendance, confidentiality, professionalism and reliability.
- 9 Computer knowledge including work processing and spread sheet applications.
- 10 Ability to quickly acquire knowledge of agency services, programs, policies and standards, deliver services and maintain documentation
- 11 Ability to adhere to safety, health and regulatory requirements.
- 12 Ability to respect the value, potential and dignity of service participants and their families.

PHYSICAL ACTIVITIES AND REQUIREMENTS OF THIS POSITION [Self - explanatory]

Frequent Sitting	Exposure to extreme bright or inadequate lighting	Exposure to Contaminants
<input type="checkbox"/> 1-2 hours a day	<input type="checkbox"/> 1-2 hours a day	<input checked="" type="checkbox"/> 1-2 hours a day
<input type="checkbox"/> 2-3 hours a days	<input type="checkbox"/> 2-3 hours a days	<input type="checkbox"/> 2-3 hours a days
<input type="checkbox"/> 3-4 hours a day	<input type="checkbox"/> 3-4 hours a day	<input type="checkbox"/> 3-4 hours a day
<input type="checkbox"/> 0 Hours a day	<input type="checkbox"/> 0 Hours a day	<input type="checkbox"/> Hours a day
Standing/Stooping	Performing repetitive motions	Outdoors, Exposed to Weather
<input type="checkbox"/> 1-2 hours a day	<input checked="" type="checkbox"/> 1-2 hours a day	<input checked="" type="checkbox"/> 1-2 hours a day
<input type="checkbox"/> 2-3 hours a days	<input type="checkbox"/> 2-3 hours a days	<input type="checkbox"/> 2-3 hours a days
<input type="checkbox"/> 3-4 hours a day	<input type="checkbox"/> 3-4 hours a day	<input type="checkbox"/> 3-4 hours a day
<input type="checkbox"/> 8 Hours a day	<input type="checkbox"/> Hours a day	<input type="checkbox"/> Hours a day
Lifting	Finger Dexterity (ie. Handle, Control, or Feel Objects, Tools, or Controls)	Exposure to Hot/Cold Temps.(90 F+ or 32 F -)
<input type="checkbox"/> 10-20 lbs.	<input checked="" type="checkbox"/> 1-2 hours a day	<input checked="" type="checkbox"/> 1-2 hours a day
<input type="checkbox"/> 20-40 lbs.	<input type="checkbox"/> 2-3 hours a days	<input type="checkbox"/> 2-3 hours a days
<input checked="" type="checkbox"/> 40-60 lbs.	<input type="checkbox"/> 3-4 hours a day	<input type="checkbox"/> 3-4 hours a day
<input type="checkbox"/> 60+ lbs.	<input type="checkbox"/> Hours a day	<input type="checkbox"/> Hours a day
Walking/Running	Exposure to Healthcare Bio-hazards (ie., disease & illness)	Kneeling, Crouching, Stooping, or Crawling
<input checked="" type="checkbox"/> 1-2 hours a day	<input type="checkbox"/> 1-2 hours a day	<input type="checkbox"/> 1-2 hours a day
<input type="checkbox"/> 2-3 hours a days	<input type="checkbox"/> 2-3 hours a days	<input type="checkbox"/> 2-3 hours a days
<input type="checkbox"/> 3-4 hours a day	<input type="checkbox"/> 3-4 hours a day	<input checked="" type="checkbox"/> 3-4 hours a day
<input type="checkbox"/> Hours a day	<input type="checkbox"/> 0 Hours a day	<input type="checkbox"/> Hours a day
Bending/Twisting	Exposure to Sounds, Noise Levels That are Distracting or Uncomfortable	Additional Factors - enter here:
<input type="checkbox"/> 1-2 hours a day	<input type="checkbox"/> 1-2 hours a day	<input type="checkbox"/> 1-2 hours a day
<input type="checkbox"/> 2-3 hours a days	<input type="checkbox"/> 2-3 hours a days	<input type="checkbox"/> 2-3 hours a days
<input type="checkbox"/> 3-4 hours a day	<input type="checkbox"/> 3-4 hours a day	<input type="checkbox"/> 3-4 hours a day
<input type="checkbox"/> 8 Hours a day	<input type="checkbox"/> 0 Hours a day	<input type="checkbox"/> Hours a day

Vice President, HR & Admin. _____

Approval Date: _____

I have received and reviewed this position description.

Position Occupant: _____

Approval Date: _____



Easter Seals Central Texas Position Description Name:

Position Description - Part C and Performance Evaluation Form

Name: _____
Position Title: Service Coordinator

[Put a capital X for correct description]

Position Description - Part C

Interim Evaluation

Annual Evaluation

Specific Performance Objectives – Fiscal Year 2013 [Fiscal year that position description or performance evaluation is for]

Individual Goals (Will constitute 75 points)	Insert points to be obtained in this column	Insert actual obtained percentage in this column (Blank for Part C, completed for Evaluation)
Inquiry calls/fax o Returned within 2 business days 100% of time o Recorded on SI Log within 1 business day 100% of time	20	
Intake paperwork correctly completed on all assigned clients	5	
All Case Management phone calls returned within 1 business day o Contact clients who are ineligible for Medicaid/CHIP within 48 hours of notification to assist with reenrollment o Provide resources for clients as needed	10	
Productivity: o Monthly average for number of appointments per week is 196 for the clinic with a productivity rate of 75% individually by August 31 o Average client count is 145 by Aug 31st	20	
Discharges completed at end of every month and sent to billing office to be processed o Fill out Excel Spreadsheet and Discharge Summary Form o Making sure therapist discharge forms are included if needed	10	
POC's completed with 100% accuracy, including: o Generating POC list each week by end of business day on Thursday o Updating POC document to reflect up to date re-evaluation due dates, RX dates, Referring Physician information, updated goals o Signing all Appropriate documentation, including: POC document, SC progress note and superbill	10	
Total:	75	0
Team Goals: (Will constitute 25 points)	Insert total points here	Insert points obtained
Growth in Margin: o ESCT Net Income o LOS Budget Management	10	
Growth in Mission: o ESCT Total Clients Served (vs. prior year) -->5% increase = Excellent -- 0-4% increase = Skilled -- 1-4% decrease = Needs Improvement -->5% decrease = Unsatisfactory o Showcasing Goal: Describe how you contributed to enhancing ESCT client services in FY14. -- Showcase 3 examples = Excellent -- Showcase 2 examples = Skilled -- Showcase 1 example = Needs Improvement -- Showcase 0 examples = Unsatisfactory	15	
Team Goals total:	25	0
Specific Performance Objectives Total	100	0

Excellent 90-100	Skilled 80-89	Unsatisfactory 69& below
---------------------	------------------	-----------------------------

[Bold the category listed above that is same as specific performance objectives total]

Comments:

Insert overall performance comments here.

Developmental Needs and Plans for Performance Development and/or Improvement

Insert developmental needs and plans for performance development and/or improvement here:

My signature below verifies I have participated in my evaluation. My comments are:



Easter Seals Central Texas
Position Description
Name:

Employee Name (Printed)

Employee Signature

Date

Reviewer's Name (Printed)

Reviewer's Signature

Date

Reviewer's reporting relationship to employee:

Immediate Supervisor



Easter Seals-Central Texas Position Description Name:

Position Title: Registered Dietician-Part Time

Department: ECI

FLSA Status: Professional/Exempt

Credential: Current Licensure in the State of Texas

Approved:

Last Revised: 8/11

POSITION REPORTS TO: Team Supervisor

POSITIONS SUPERVISED: None

POSITION PURPOSE

Responsible for providing discipline-specific services within the scope of professional certification and ECI program standards, and consistent with agency standards for volume, productivity, record documentation, quality and client outcomes. Participates in the quality improvement program (including, but not limited to, Utilization and Peer Review, Environmental Quality, Credential and Certification Currency, Continuing Education, and Training and Special Studies). Maintains competency through continuing education. The occupant of this position is guided by the Organizational Systems Manual (policies and procedures), multi-year Strategic Plan, Operational Work Plan, Organizational Calendar and teamwork expectations in the conduct of all professional activities. The occupant is expected to maintain skills and knowledge essential for successful job performance.

ESSENTIAL FUNCTIONS AND BASIC DUTIES

1. Attend staff meetings, agency and ECI team in services and trainings.
2. Complete continuing education needed to maintain certification/licensure and renew certification/licensure as necessary
3. Update Human Resources on all needed documentation on a regular basis as required by agency standards
4. Complete agency and program training as specified within timelines.
5. Attend and participate in ECI team related quality assurance meetings and reviews including Utilization Review and Peer Review as appropriate.
6. Maintain communication throughout work hours with the main office.
7. Process referrals including all related paperwork, documentation and interagency communication.
8. Conduct screenings per policies.
9. Initiate and maintain contact with children's physicians for obtaining and updating necessary medical information.
10. Serve as a member of a family-centered team to:
 - A. Develop and deliver a comprehensive routines-based service plan primarily in a primary service provider model, and
 - B. Assist families in identifying their routines, concerns, priorities and resources, and
 - C. Perform and coordinate developmental assessments, and
 - D. Assess development, goal attainment, and continuing needs on a periodic basis, and
 - E. Reevaluate outcomes and strategies based on family centered choice.
11. Provide routines-based Nutrition Services and Family/Parent Education within qualitative and quantitative standards of the agency.
12. Assist and facilitate the work of team members, other departments, and agency managers in attaining the goals and objectives of the organization.
13. Other duties as assigned

MINIMUM QUALIFICATIONS, EDUCATION/CERTIFICATION and/or EQUIVALENT EXPERIENCE:

Current Texas Licensure as a Registered Dietician. Two years experience working with children, preferably children with special needs.

This description is intended to indicate the kinds of tasks and levels of work difficulty required of the position given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of management to assign, direct and control the work of employees under supervision. The listing of duties and responsibilities shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.

KNOWLEDGE, SKILLS and ABILITIES

- Knowledge and skills related to achieving successful outcomes for children and families challenged by developmental risk and/or disabilities in a routines-based, primary service provider model.
- Demonstrate ability to work cooperatively with other employees, clients and their families, and other customers of the Center.
- Demonstrate ability to communicate effectively, verbally and in writing, with customers, suppliers, co-workers and supervisors.
- Work independently and use good judgment.
- Maintain consistency with administrative and departmental policies through appropriate behavior, dress, attitude, attendance, confidentiality, professionalism and reliability.
- Knowledge and use of proper handling techniques.
- Computer knowledge including word processing.
- Knowledge about agency services, programs, policies and standards.
- Adhere to safety, health and regulatory requirements as described in the Center's policies and procedures.
- Ability to organize, allocate time, and manage caseload requirements.
- Respect for the value, potential and dignity of service participants and their families.
- Must be able to lift children up to 30 lbs and sit on the floor for extended periods.

PHYSICAL ACTIVITIES AND REQUIREMENTS OF THIS POSITION

☐ Frequent Sitting

- ☒ 1-2 hours a day
☐ 2-3 hours a day
☐ 3-4 hours a day
_____ hours a day

☐ Standing and Stooping

- ☐ 1-2 hours a day
☒ 2-3 hours a day
☐ 3-4 hours a day
_____ hours a day

☒ Bending or Twisting the Body

- ☒ 1-2 hours a day
☐ 2-3 hours a day
☐ 3-4 hours a day
_____ hours a day

☐ Lifting

- ☐ 10-20 lbs
☒ 20-40 lbs
☐ 40-60 lbs
☐ 60-__ lbs

☐ Performing Repetitive Motions

- ☐ 1-2 hours a day
☒ 2-3 hours a day
☐ 3-4 hours a day
_____ hours a day

☐ Driving in traffic/long distances

- ☐ 1-2 hours a day
☐ 2-3 hours a day
☒ 3-4 hours a day
_____ hours a day

☐ Kneeling, Crouching, Stooping, or Crawling

- ☐ 1-2 hours a day
☐ 2-3 hours a day
☒ 3-4 hours a day
_____ hours a day

☐ Walking and Running

- ☒ 1-2 hours a day
☐ 2-3 hours a day
☐ 3-4 hours a day
_____ hours a day

☐ Outdoors, Exposed to Weather

- ☐ 1-2 hours a day
☒ 2-3 hours a day
☐ 3-4 hours a day
_____ hours a day

☐ Exposure to Sounds, Noise Levels That are Distracting or Uncomfortable

- ☐ 1-2 hours a day
☒ 2-3 hours a day
☐ 3-4 hours a day
_____ hours a day

☐ Exposure to Hot/Cold Temperatures (above 90 F degrees) or (below 32 F degrees)

- ☐ 1-2 hours a day
☒ 2-3 hours a day
☐ 3-4 hours a day
_____ hours a day

☐ Exposure to extreme bright or inadequate lighting Exposure to Contaminants

- ☐ 1-2 hours a day
☒ 2-3 hours a day
☐ 3-4 hours a day
_____ hours a day

☐ Exposure to Healthcare Bio-hazards (ie., disease and illness)

- ☐ 1-2 hours a day
☐ 2-3 hours a day
☒ 3-4 hours a day
_____ hours a day

☐ Finger Dexterity (ie. Handle, Control, or Feel Objects, Tools, or Controls)

- ☐ 1-2 hours a day
☐ 2-3 hours a day
☒ 3-4 hours a day
_____ hours a day

President/CEO _____

Approval Date _____

I have received and reviewed this position description.

Position Occupant _____

Approval Date _____

Position Description – Part C

Position Title: Registered Dietician

Specific Performance Objectives – 2011-2012
(Will constitute 60% of review criteria)

% of Total

%Obtained

1. Expected to Delivered 85%	30%	Insert % Obtained when reviewing.
2. Billing and documentation done to agency/contract standards 95%	40%	
3. Team Attainment of ECI State Performance Indicators at 90% for Q1, Q2, and Q3	30%	
Total	100%	

Critical Performance Factors (Rating 1-5) (Will constitute 30% of review criteria)

- _____ 1. Deadlines (Internal & External)
- _____ 2. Compliance with ESCT Policies & Procedures
- _____ 3. Compliance with Safety Standards

General Performance Factors (Rating 1-5) (Will constitute 10% of review criteria)

- _____ 1. Quality of work
- _____ 2. Knowledge
- _____ 3. Judgment and problem solving
- _____ 4. Professionalism
- _____ 5. Oral and written communications
- _____ 6. Colleague relations/teamwork
- _____ 7. Dependability
- _____ 8. Initiative/Drive
- _____ 9. Time Management
- _____ 10. Attendance and Punctuality

I have received and reviewed these performance objectives

Position Occupant _____ Approval Date _____

Supervisor _____ Approval Date _____



Easter Seals Central Texas Position Description

Position Title:	Assistive Technology Programs Specialist	Dept:	Community and Housing Services
FLSA Status:	Exempt	Classification:	Professional
Approval Date:	January 1, 2010	Revision Date:	January 23, 2013
Reports to:	Vice President, Community and Housing Services	Credential:	
Positions supervised:	Part-time Paid Job Training AT Assistant		

The Assistive Technology Programs Specialist reports directly to the Vice President of Community and Housing Services and as a member of the Community and Housing Services department team is responsible for: programmatic and administrative support to the Assistive Technology program to serve the needs of participants and coordinate the Double-Click computer reutilization/financial loan effort. Specific operational priorities are identified in the annual Organization's Operational Work Plan. The occupant of this position is guided by the Organizational Systems Manual (policies and procedures), multi-year Strategic Plan, Operational Work Plan, Organizational Calendar and teamwork expectations in the conduct of all professional activities. The occupant is expected to maintain skills and knowledge essential for successful job performance.

ESSENTIAL FUNCTIONS AND BASIC DUTIES

- 1 Collaborate with community programs and other appropriate groups serving as a point of contact for the assistive technology program
- 2 Coordinate the Double Click computer reutilization program including supervising Paid Job Training staff member, process applications, product quality control and shipments.
- 3 Oversee Double Click consumer loan program and tracking of purchases and payments
- 4 Coordinate outreach for program activities utilizing web and e-mail applications
- 5 Prepare reports to document all assistive technology program activities
- 6 Respond to incoming calls and inquiries concerning Assistive Technology programs and services
- 7 Perform administrative functions including program supply monitoring, form preparation and computer/database supports
- 8 Coordinates special needs and short-term projects
- 9 Reporting activities and other duties as assigned

MINIMUM QUALIFICATIONS/EDUCATION/CERTIFICATION and/or EQUIVALENT EXPERIENCE

Bachelor's degree in health or human services, business or demonstrated equivalent experience in related field, plus three or more years of experience in nonprofit or business administration. Experience with outreach and training programs and program administration.

KNOWLEDGE, SKILLS and ABILITIES

- 1 Demonstrated knowledge of computers, assistive technology products and resources
- 2 Demonstrated ability to coordinate multiple activities, manage time and evaluate progress
- 3 Ability to assess applicants eligibility for services and to work with diverse communities and businesses
- 4 Working knowledge of social service and disability service delivery system in Texas; knowledge may be based on personal experience, professional training and experience in direct service delivery
- 5 Excellent writing and communication skills; proficiency in word processing and database programs
- 6 Evidence of commitment to full inclusion of individuals with disabilities in all aspects of society and to principles of family support.

PHYSICAL ACTIVITIES AND REQUIREMENTS OF THIS POSITION (Self - explanatory)

Frequent Sitting <input type="checkbox"/> 1-2 hours a day <input type="checkbox"/> 2-3 hours a day <input checked="" type="checkbox"/> 3-4 hours a day <input type="checkbox"/> 0 Hours a day	Exposure to extreme bright or inadequate lighting <input type="checkbox"/> 1-2 hours a day <input type="checkbox"/> 2-3 hours a day <input type="checkbox"/> 3-4 hours a day <input type="checkbox"/> 0 Hours a day	Exposure to Contaminants <input type="checkbox"/> 1-2 hours a day <input type="checkbox"/> 2-3 hours a day <input type="checkbox"/> 3-4 hours a day <input type="checkbox"/> 0 Hours a day
Standing/Stooping <input checked="" type="checkbox"/> 1-2 hours a day <input type="checkbox"/> 2-3 hours a day <input type="checkbox"/> 3-4 hours a day <input type="checkbox"/> 0 Hours a day	Performing repetitive motions <input type="checkbox"/> 1-2 hours a day <input type="checkbox"/> 2-3 hours a day <input type="checkbox"/> 3-4 hours a day <input type="checkbox"/> 0 Hours a day	Outdoors, Exposed to Weather <input checked="" type="checkbox"/> 1-2 hours a day <input type="checkbox"/> 2-3 hours a day <input type="checkbox"/> 3-4 hours a day <input type="checkbox"/> 0 Hours a day
Lifting <input type="checkbox"/> 10-20 lbs. <input checked="" type="checkbox"/> 20-40 lbs. <input type="checkbox"/> 40-60 lbs. <input type="checkbox"/> 60+ lbs.	Finger Dexterity (ie. Handle, Control, or Feel Objects, Tools, or Controls) <input checked="" type="checkbox"/> 1-2 hours a day <input type="checkbox"/> 2-3 hours a day <input type="checkbox"/> 3-4 hours a day <input type="checkbox"/> 0 Hours a day	Exposure to Hot/Cold Temps.(90 F+ or 32 F -) <input checked="" type="checkbox"/> 1-2 hours a day <input type="checkbox"/> 2-3 hours a day <input type="checkbox"/> 3-4 hours a day <input type="checkbox"/> 0 Hours a day
Walking/Running <input checked="" type="checkbox"/> 1-2 hours a day <input type="checkbox"/> 2-3 hours a day <input type="checkbox"/> 3-4 hours a day <input type="checkbox"/> 0 Hours a day	Exposure to Healthcare Bio-hazards (ie., disease & illness) <input type="checkbox"/> 1-2 hours a day <input type="checkbox"/> 2-3 hours a day <input type="checkbox"/> 3-4 hours a day <input type="checkbox"/> 0 Hours a day	Kneeling, Crouching, Stooping, or Crawling <input checked="" type="checkbox"/> 1-2 hours a day <input type="checkbox"/> 2-3 hours a day <input type="checkbox"/> 3-4 hours a day <input type="checkbox"/> 0 Hours a day
Bending/Twisting <input type="checkbox"/> 1-2 hours a day <input checked="" type="checkbox"/> 2-3 hours a day <input type="checkbox"/> 3-4 hours a day <input type="checkbox"/> 0 Hours a day	Exposure to Sounds, Noise levels That are Distracting or Uncomfortable <input type="checkbox"/> 1-2 hours a day <input type="checkbox"/> 2-3 hours a day <input type="checkbox"/> 3-4 hours a day <input type="checkbox"/> 0 Hours a day	Additional Factors - enter here <input type="checkbox"/> 1-2 hours a day <input type="checkbox"/> 2-3 hours a day <input type="checkbox"/> 3-4 hours a day <input type="checkbox"/> 0 Hours a day

Vice President, HR & Admin.

Approval Date:

I have received and reviewed this position description.

Position Occupant:

Approval Date:



Easter Seals Central Texas Position Description

Position Description - Part C and Performance Evaluation Form

Name: Jacqueline Conerly
Position Title: Assistive Technology Programs Specialist
Specific Performance Objectives – Fiscal Year 2013 (Fiscal year that position description or performance evaluation is for)

[Put a capital X for correct description]
Position Description - Part C
Interim Evaluation
Annual Evaluation

X

Individual Goals (Will constitute 90% of review criteria)	Insert percentage to be obtained in this column	Insert actual obtained percentage in this column (Blank for Part C, completed for Evaluation)
Double Click computers are provided to all eligible applicants within two weeks of payments received meeting contract performance goals.	30%	
Double Click consumer loan applications are reviewed and a response is provided within two weeks of application.	30%	
All required reports are completed accurately meeting deadlines and program files are properly maintained	20%	
Program inquiries are handled appropriately and are addressed within two business days	20%	
Total:	90%	0%
Team Goals: (Will constitute 10% of review criteria)	Insert % of Total here	Insert % Obtained when reviewing
ESCT Net Income (vs. FY13 budgeted)	5%	
Line of Service Budget Management	5%	
Total:	10%	0%
Specific Performance Objectives Total	100%	0%

Excellent	Skilled	Needs Improvement	Unsatisfactory
90-100	80-89	70-79	69& below

[Bold the category listed above that is same as specific performance objectives total]

Comments:

Insert overall performance comments here.

Developmental Needs and Plans for Performance Development and/or Improvement

Insert developmental needs and plans for performance development and/or improvement here.

My signature below verifies I have participated in my evaluation. My comments are:

Employee Signature

Date

Reviewer's Name (Printed)

Date

Reviewer's Signature

Date

Reviewer's reporting relationship to employee:

Immediate Supervisor



Easter Seals Central Texas Position Description

Position Title:	Housing Assistance Counselor	Dept.:	Community and Housing Services
FLSA Status:	Non Exempt; Part-Time	Classification:	Professional I
Approval Date:	January 1, 2010	Revision Date:	February 11, 2013
Reports to:	Housing Programs Director	Credential:	State Certified Housing Counselor
Positions supervised:	None		

The Housing Counselor reports directly to the Housing Programs Director and as a member of the Community and Housing Services department team is responsible for outreach and assisting individuals participate in the housing and homeownership initiatives. Specific operational priorities are identified in the annual Organization's Operational Work Plan. The occupant of this position is guided by the Organizational Systems Manual (policies and procedures), multi-year Strategic Plan, Operational Work Plan, Organizational Calendar and teamwork expectations in the conduct of all professional activities. The occupant is expected to maintain skills and knowledge essential for successful job performance.

ESSENTIAL FUNCTIONS AND BASIC DUTIES

- 1 Serve as initial point of contact for individuals applying to participate in the Home Of Your Own (HOYO) Program.
- 2 Perform one-on-one orientations for individuals applying to participate in the Home Of Your Own Program.
- 3 Determine eligibility of applicants for housing services.
- 4 Coordinate marketing, activities with local lenders, housing organizations and service providers to support the operation of the housing projects.
- 5 Respond to inquiries and use a referral system that captures information, data, and experiences of persons with disabilities going through the process.
- 6 Assist with HQS inspections as needed with TBRA and HOYO program.
- 7 Reporting activities and other duties as assigned.

MINIMUM QUALIFICATIONS/EDUCATION/CERTIFICATION and/or EQUIVALENT EXPERIENCE

Bachelor's degree in health or human services, business or demonstrated equivalent experience in related field, plus three or more years of experience in outreach and housing counseling.

KNOWLEDGE, SKILLS and ABILITIES

- 1 Demonstrated knowledge of the local community.
- 2 Demonstrated skill and experience in housing counseling practices, basic real estate and mortgage lending practices, affordable and accessible housing programs, and working knowledge of social service and disability service delivery system in Texas.
- 3 Working knowledge of disability policy; knowledge may be based on personal experience, professional training and experience, and /or experience in direct service delivery.
- 4 Demonstrated ability to coordinate multiple activities, manage time, evaluate progress and allocate resources to completing activities.
- 5 Excellent writing, and communication skills; proficiency in word processing and database programs.
- 6 Evidence of commitment to full inclusion of individuals with disabilities in all aspects of society and to principles of family support.

PHYSICAL ACTIVITIES AND REQUIREMENTS OF THIS POSITION (Self - explanatory)

Frequent Sitting 1-2 hours a day 2-3 hours a day <input checked="" type="checkbox"/> 3-4 hours a day <input type="checkbox"/> Hours a day	Exposure to extreme bright or inadequate lighting <input type="checkbox"/>	1-2 hours a day 2-3 hours a day 3-4 hours a day Hours a day	Exposure to Contaminants <input type="checkbox"/>	1-2 hours a day 2-3 hours a day 3-4 hours a day Hours a day
Standing/Stooping <input checked="" type="checkbox"/> 1-2 hours a day 2-3 hours a day 3-4 hours a day <input type="checkbox"/> Hours a day	Performing repetitive motions <input type="checkbox"/>	1-2 hours a day 2-3 hours a day 3-4 hours a day Hours a day	Outdoors, Exposed to Weather <input checked="" type="checkbox"/>	1-2 hours a day 2-3 hours a day 3-4 hours a day Hours a day
Lifting <input checked="" type="checkbox"/> 10-20 lbs. 20-40 lbs. 40-60 lbs. 60+ lbs.	Finger Dexterity (i.e., Handle, Control, or Feel Objects, Tools, or Controls) <input checked="" type="checkbox"/>	1-2 hours a day 2-3 hours a day 3-4 hours a day Hours a day	Exposure to Hot/Cold Temps. (90 F+ or 32 F-) <input checked="" type="checkbox"/>	1-2 hours a day 2-3 hours a day 3-4 hours a day Hours a day
Walking/Running <input checked="" type="checkbox"/> 1-2 hours a day 2-3 hours a day 3-4 hours a day Hours a day	Exposure to Sounds, Noise Levels That are Distracting or Uncomfortable <input type="checkbox"/>	1-2 hours a day 2-3 hours a day 3-4 hours a day Hours a day	Kneeling, Crouching, Stooping, or Crawling <input checked="" type="checkbox"/>	1-2 hours a day 2-3 hours a day 3-4 hours a day Hours a day
Bending/Twisting 1-2 hours a day <input checked="" type="checkbox"/> 2-3 hours a day 3-4 hours a day Hours a day	Additional Factors - enter here <input type="checkbox"/>	1-2 hours a day 2-3 hours a day 3-4 hours a day Hours a day		

Vice President, HR & Admin.

Approval Date:

I have received and reviewed this position description.

Position Occupant:

Approval Date:



Easter Seals Central Texas Position Description

Position Description - Part C and Performance Evaluation Form

Name: Otis Larry
Position Title: Housing Assistance Counselor
Specific Performance Objectives – Fiscal Year 2013 [Fiscal year that position description or performance evaluation is for]

[Put a capital X for correct description]

Position Description - Part C

Interim Evaluation

Annual Evaluation

X

Individual Goals (Will constitute 90% of review criteria)	Insert percentage to be obtained in this column	Insert actual obtained percentage in this column (Blank for Part C, completed for Evaluation)
Submit one (1) completed housing application for a household every other month (6 per year)	30%	
Conduct 4 one-on-one orientations with prospective applicants per month	30%	
Conduct HQS inspections as needed - Approximately 30 a year	25%	
Conduct monthly outreach activities for the HOYO program	10%	
CHS department communication tools (IM/web-based calendar) are utilized and department/agency meeting are attended	5%	
Total:	90%	0%
Team Goals: (Will constitute 25% of review criteria)	Insert % of Total here	Insert % Obtained when reviewing
ESCT Gross Revenue (vs. FY13 budgeted)	5%	
Line of Service Budget Management	5%	
Total:	10%	0%
Specific Performance Objectives Total	100%	0%

Excellent 90-100	Skilled 80-89	Needs Improvement 70-79	Unsatisfactory 69 & below
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[Bold the category listed above that is same as specific performance objectives total]

Comments:

Insert overall performance comments here.

Developmental Needs and Plans for Performance Development and/or Improvement

Insert developmental needs and plans for performance development and/or improvement here.

My signature below verifies I have participated in my evaluation. My comments are:

Employee Signature

Date

Reviewer's Name (Printed)

Date

Reviewer's Signature

Date

Reviewer's reporting relationship to employee:

Immediate Supervisor



Easter Seals Central Texas Position Description

Position Title:	Housing Programs Director	Dept:	Community and Housing Services
FLSA Status:	Exempt	Classification:	Director
Approval Date:	February 1, 2012	Revision Date:	January 23, 2013
Reports to:	Vice President, Community and Housing Services	Credential:	Bachelors Degree, Certified Housing Counselor, Certified Occupancy Professional
Positions supervised:	Housing Specialist, HUD 811 Property Manager, Housing Assistance Counselor		

The Housing Programs Director reports directly to the Vice President for Community and Housing Services and as a member of the Community and Housing Services department team is responsible for: planning, organizing, and implementing the Home of Your Own project activities, HUD811 rental housing development, home modification activities and tenant based rental assistance programs. Specific operational priorities are identified in the annual Organization's Operational Work Plan. The occupant of this position is guided by the Organizational Systems Manual (policies and procedures), multi-year Strategic Plan, Operational Work Plan, Organizational Calendar and teamwork expectations in the conduct of all professional activities. The occupant is expected to maintain skills and knowledge essential for successful job performance.

ESSENTIAL FUNCTIONS AND BASIC DUTIES

- 1 Implement activities for the home ownership initiative with housing organizations, local lenders, Realtors, title companies and service providers to support the operation of the Home of Your Own (HOYO) Project.
- 2 Provide assistance to the program participants seeking home modifications and conduct home assessments for accessibility.
- 3 Coordinate the selection of contractors for home modification assessments and rehabilitation activities and oversee construction projects
- 4 Coordinate the property management services by department staff for all rental properties
- 5 Coordinate all unit inspections and oversee development activities
- 6 Oversee tenant based rental assistance activities
- 7 Provide technical assistance in the area of accessible design and interpretation of disability laws
- 8 Serve as liaison to HUD, TDHCA and other housing funding agencies
- 9 Ensure that reports are submitted and project and participant files are maintained
- 10 Reporting activities and other duties as assigned

MINIMUM QUALIFICATIONS/EDUCATION/CERTIFICATION and/or EQUIVALENT EXPERIENCE

Bachelor's degree in health or human services, business or demonstrated equivalent experience in related field, plus five or more years of experience in nonprofit and supervisory experience. Experience with housing programs and contract administration with Housing Counseling and Certified Professional of Occupancy certification.

KNOWLEDGE, SKILLS and ABILITIES

- 1 Demonstrated experience in project management and implementation.
- 2 Demonstrated ability to coordinate multiple activities, manage time, evaluate progress and allocate resources.
- 3 Working knowledge of the occupancy requirements and management procedures for HUD's Section 811 properties.
- 4 Demonstrated knowledge of standard construction practices and accessible design
- 5 Working knowledge of the ADA, FHA, Section 504 of the Rehab Act and other disability laws; knowledge may be based on personal experience, professional training and experience, and/or experience in direct service delivery.
- 6 Working knowledge of basic real estate, mortgage lending and fair housing practices
- 7 Excellent writing and communication skills.
- 8 Evidence of commitment to full inclusion of individuals with disabilities in all aspects of society.

PHYSICAL ACTIVITIES AND REQUIREMENTS OF THIS POSITION (Self - explanatory)

Frequent Sitting 1-2 hours a day 2-3 hours a days <input checked="" type="checkbox"/> 3-4 hours a day <input type="checkbox"/> 0 Hours a day	Exposure to extreme bright or inadequate lighting 1-2 hours a day 2-3 hours a days 3-4 hours a day <input type="checkbox"/> Hours a day	Exposure to Contaminants 1-2 hours a day 2-3 hours a days 3-4 hours a day <input type="checkbox"/> Hours a day
Standing/Stooping <input checked="" type="checkbox"/> 1-2 hours a day 2-3 hours a days 3-4 hours a day 8 Hours a day	Performing repetitive motions 1-2 hours a day 2-3 hours a days 3-4 hours a day <input type="checkbox"/> Hours a day	Outdoors, Exposed to Weather <input checked="" type="checkbox"/> 1-2 hours a day 2-3 hours a days 3-4 hours a day Hours a day
Lifting <input checked="" type="checkbox"/> 10-20 lbs. 20-40 lbs. 40-60 lbs. 60+ lbs.	Finger Dexterity (ie. Handle, Control, or Feel Objects, Tools, or Controls) <input checked="" type="checkbox"/> 1-2 hours a day 2-3 hours a days 3-4 hours a day Hours a day	Exposure to Hot/Cold Temps. (90 F+ or 32 F-) <input checked="" type="checkbox"/> 1-2 hours a day 2-3 hours a days 3-4 hours a day Hours a day
Walking/Running <input checked="" type="checkbox"/> 1-2 hours a day 2-3 hours a days 3-4 hours a day Hours a day	Exposure to Healthcare Bio-hazards (ie., disease & illness) 1-2 hours a day 2-3 hours a days 3-4 hours a day <input type="checkbox"/> Hours a day	Kneeling, Crouching, Stooping, or Crawling <input checked="" type="checkbox"/> 1-2 hours a day 2-3 hours a days 3-4 hours a day Hours a day
Bending/Twisting 1-2 hours a day <input checked="" type="checkbox"/> 2-3 hours a days 3-4 hours a day Hours a day	Exposure to Sounds, Noise Levels That are Distracting or Uncomfortable 1-2 hours a day 2-3 hours a days 3-4 hours a day <input type="checkbox"/> Hours a day	Additional Factors - enter here 1-2 hours a day 2-3 hours a days 3-4 hours a day Hours a day

Vice President, HR & Admin:

Approval Date:

I have received and reviewed this position description.

Position Occupant:

Approval Date:



Easter Seals Central Texas Position Description

Position Description - Part C and Performance Evaluation Form

Name: Rosa Gonzalez-Abrego
Position Title: Housing Programs Director
Specific Performance Objectives – Fiscal Year 2013 (Fiscal year that position description or performance evaluation is for)

[Put a capital X for correct description]
Position Description - Part C
Interim Evaluation
Annual Evaluation

X

Individual Goals (Will constitute 75% of review criteria)	Insert percentage to be obtained in this column	Insert actual obtained percentage in this column (Blank for Part C, completed for Evaluation)
Housing services revenues will cover 100% of expenses	40%	
All contract requirements for department programs will meet 100% of established goals with no findings noted in compliance reports.	20%	
Support 70 individuals to secure housing assistance	20%	
Housing services will increase number of consumers served by 10% over last fiscal year	20%	
Total:	75%	0%
Team Goals: (Will constitute 25% of review criteria)	Insert % of Total here	Insert % Obtained when reviewing
ESCT Gross Revenue (vs. FY13 budgeted)	5%	
ESCT Net Income (vs. FY13 budgeted)	10%	
ESCT Turnover Reduction (vs. prior year)	10%	
Total:	25%	0%
Specific Performance Objectives Total	100%	0%

Excellent	Skilled	Needs Improvement	Unsatisfactory
90-100	80-89	70-79	69& below

[Bold the category listed above that is same as specific performance objectives total]

Comments:

Insert overall performance comments here.

Developmental Needs and Plans for Performance Development and/or Improvement

Insert developmental needs and plans for performance development and/or improvement here.

My signature below verifies I have participated in my evaluation. My comments are:

Employee Signature

Date

Reviewer's Name (Printed)

Date

Reviewer's Signature

Date

Reviewer's reporting relationship to employee:

Immediate Supervisor



Easter Seals Central Texas

Position Description

Name: _____

Position Title:	Counseling and Employment Services Director	Dept:	Workforce Development
FLSA Status:	Exempt	Classification:	Director
Approval Date:	July 19, 2013	Revision Date:	July 19, 2013
Reports to:	Vice President, Workforce Development	Credential:	Masters degree; appropriate licensure
Positions supervised:	Lead Employment Consultant and Employment Services Program Specialist		

The Counseling and Employment Services Director reports directly to the Vice President for Workforce Development and as a member of the Workforce Development department team is responsible for: planning, organizing, and implementing the mental health counseling and employment services programs. Specific operational priorities are identified in the annual Organization's Operational Work Plan. The occupant of this position is guided by the Organizational Systems Manual (policies and procedures), multi-year Strategic Plan, Operational Work Plan, Organizational Calendar and teamwork expectations in the conduct of all professional activities. The occupant is expected to maintain skills and knowledge essential for successful job performance.

ESSENTIAL FUNCTIONS AND BASIC DUTIES

1. Implement activities and manage resources within approved budget for successful administration of the counseling and employment Services programs
2. Provide supervision, development and evaluation of department staff consistent with policies, procedures and operational work plan
3. Maintain compliance with, policies, standards and procedures consistent with accreditation, certification, practice standards, licensure, and regulatory requirements.
4. Provide clinical counseling services to meet contract goals and grant requirement; completing GAF assessment benchmarks for PJT program participants.
5. Ensure that reports are submitted and project and participant files are maintained in compliance with regulatory and funder requirements.
6. Ensure that monthly billings are submitted and program expenditures are within budget goals and available resources
7. Serve as liaison to employers for job development sites and with DARS and other employment services funding agencies
8. Other duties as assigned

MINIMUM QUALIFICATIONS/EDUCATION/CERTIFICATION and/or EQUIVALENT EXPERIENCE

Master's degree in Counseling, Social Work and/or related field. Current clinical licensure as applicable under Texas law is required (LPC, LCSW, or LMFT, etc). At least two years of clinical counseling experience working with adults with disabilities or behavioral healthcare diagnoses. Nonprofit administration and supervisory experience. Experience with employment program administration, funding sources and community based services for people with disabilities.

This description is intended to indicate the kinds of tasks and levels of work difficulty required of the position given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of management to assign, direct and control the work of employees under supervision. The listing of duties and responsibilities shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.

KNOWLEDGE, SKILLS and ABILITIES

1. Demonstrated experience in project management and implementation.
2. Knowledge and skills related to counseling persons with developmental, behavioral, and/or rehabilitative disabilities.
3. Working knowledge of the program development, budgeting and financial oversight of programs.
4. Demonstrated knowledge of quality assurance standards and practices to maintain programmatic compliance and accreditation status
5. Working knowledge of business development skills, successful outcomes for employment of people with disabilities and other disability services; knowledge may be based on personal experience, professional training and experience, and/or experience in direct service delivery.
6. Ability to communicate effectively, verbally and in writing
7. Excellent writing and communication skills.
8. Evidence of commitment to full inclusion of individuals with disabilities in all aspects of society.

PHYSICAL ACTIVITIES AND REQUIREMENTS OF THIS POSITION [Self - explanatory]

Frequent Sitting _____ 1-2 hours a day X _____ 2-3 hours a days _____ 3-4 hours a day _____ Hours a day	Exposure to extreme bright or inadequate lighting _____ X _____ 1-2 hours a day _____ 2-3 hours a days _____ 3-4 hours a day _____ Hours a day	Exposure to Contaminants _____ 1-2 hours a day _____ 2-3 hours a days _____ 3-4 hours a day _____ 0 _____ Hours a day
Standing/Stooping _____ 1-2 hours a day X _____ 2-3 hours a days _____ 3-4 hours a day _____ Hours a day	Performing repetitive motions _____ 1-2 hours a day _____ X _____ 2-3 hours a days _____ 3-4 hours a day _____ Hours a day	Outdoors, Exposed to Weather _____ X _____ 1-2 hours a day _____ 2-3 hours a days _____ 3-4 hours a day _____ Hours a day
Lifting X _____ 10-20 lbs. _____ 20-40 lbs. _____ 40-60 lbs. _____ 60+ lbs.	Finger Dexterity (ie. Handle, Control, or Feel Objects, Tools, or Controls) _____ 1-2 hours a day _____ 2-3 hours a days _____ X _____ 3-4 hours a day _____ Hours a day	Exposure to Hot/Cold Temps.(90 F+ or 32 F -) _____ 1-2 hours a day _____ 2-3 hours a days _____ 3-4 hours a day _____ 0 _____ Hours a day
Walking/Running X _____ 1-2 hours a day _____ 2-3 hours a days _____ 3-4 hours a day _____ Hours a day	Exposure to Healthcare Bio-hazards (ie., disease & illness) _____ 1-2 hours a day _____ 2-3 hours a days _____ 3-4 hours a day _____ X _____ Hours a day	Kneeling, Crouching, Stooping, or Crawling _____ X _____ 1-2 hours a day _____ 2-3 hours a days _____ 3-4 hours a day _____ Hours a day
Bending/Twisting X _____ 1-2 hours a day _____ 2-3 hours a days _____ 3-4 hours a day _____ Hours a day	Exposure to Sounds, Noise Levels That are Distracting or Uncomfortable _____ 1-2 hours a day _____ 2-3 hours a days _____ 3-4 hours a day _____ 0 _____ Hours a day	Additional Factors - enter here _____ 1-2 hours a day _____ 2-3 hours a days _____ 3-4 hours a day _____ Hours a day

Vice President, HR & Admin. _____ Approval Date: _____

I have received and reviewed this position description.

Position Occupant: _____ Approval Date: _____



Easter Seals Central Texas

Position Description

Name: _____

Position Description - Part C and Performance Evaluation Form

[Put a capital X for correct description]

Position Description - Part C

Interim Evaluation

X

Name: _____

Position Title: _____

Specific Performance Objectives – Fiscal Year 2013 [Fiscal year that position description or performance evaluation is: Annual Evaluation]

Individual Goals (Will constitute 90% of review criteria)	Insert percentage to be obtained in this column	Insert actual obtained percentage in this column (Blank for Part C, completed for Evaluation)
Department revenues will cover 100% of expenses	35%	
All contract requirements for department programs will meet 100% of established goals with no findings noted in compliance reports.	25%	
Develop employment services initiatives that will increase placement sites by 25% over last fiscal year	20%	
Complete GAF assessment at intake and again at 90 days for PJT clients	20%	
Total:	75%	0%
Team Goals: (Will constitute 25% of review criteria)	Insert % of Total here	Insert % Obtained when reviewing
ESCT Gross Revenue (vs. FY13 budgeted)	5%	
ESCT Net Income (vs. FY13 budgeted)	10%	
ESCT Turnover Reduction (vs. prior year)	10%	
Total:	25%	0%
Specific Performance Objectives Total	100%	0%

Excellent	Skilled	Needs	Unsatisfactory
90-100	80-89	70-79	69& below

[Bold the category listed above that is same as specific performance objectives total]

Comments:

Insert overall performance comments here.

Developmental Needs and Plans for Performance Development and/or Improvement

Insert developmental needs and plans for performance development and/or improvement here.

My signature below verifies I have participated in my evaluation. My comments are:

Employee Signature _____

Date _____

Reviewer's Name (Printed) _____

Date _____

Reviewer's Signature _____

Date _____

Reviewer's reporting relationship to employee: _____

Immediate Supervisor _____



Easter Seals-Central Texas Position Description Name:

Position Title: Physical Therapy Assistant **Department:** ECI

FLSA Status: Professional/Exempt

Credential: Current Texas Licensure as a PTA

Approved:

Last Revised: 09/29/10

POSITION REPORTS TO: Team Supervisor

POSITIONS SUPERVISED: None

POSITION PURPOSE

Responsible for providing discipline-specific services within the scope of professional certification and ECI program standards, and consistent with agency standards for volume, productivity, record documentation, quality and client outcomes. Participates in the quality improvement program (including, but not limited to, Utilization and Peer Review, Environmental Quality, Credential and Certification Currency, Continuing Education, and Training and Special Studies). Maintains competency through continuing education.

ESSENTIAL FUNCTIONS AND BASIC DUTIES

1. Attend staff meetings, agency and ECI team in services and trainings.
2. Complete continuing education needed to maintain certification/licensure and renew certification/licensure as necessary
3. Update Human Resources on all needed documentation on a regular basis as required by agency standards
4. Complete agency and program training as specified within timelines.
5. Attend and participate in ECI team related quality assurance meetings and reviews including Utilization Review and Peer Review.
6. Maintain communication throughout work hours with the main office.
7. Process referrals including all related paperwork, documentation and interagency communication.
8. Conduct intakes and screenings per policies.
9. Initiate and maintain contact with children's physicians for obtaining and updating necessary medical information.
10. Serve as a member of a family-centered team to:
 - A. Develop and deliver a comprehensive routines-based service plan primarily in a primary service provider model, and
 - B. Assist families in identifying their routines, concerns, priorities and resources, and
 - C. Perform and coordinate developmental assessments, and
 - D. Assess development, goal attainment, and continuing needs on a periodic basis, and
 - E. Reevaluate outcomes and strategies based on family centered choice.
11. Serve as a Service Coordinator and perform all duties related to service coordination including planning, attending and facilitating meetings between families, ESCT staff and other community members as requested by families
12. Provide routines-based Physical Therapy with appropriate supervision by a licensed Physical Therapist within qualitative and quantitative standards of the agency.
13. Assist and facilitate the work of team members, other departments, and agency managers in attaining the goals and objectives of the organization.
14. Other duties as assigned
15. Hands-on or direct training of skills, documentation, billing, competencies and theory as assigned
16. Continue to increase knowledge and understanding of ECI policy and procedures
17. Be available to staff for answering questions, problem solving and training assistance in the field.

MINIMUM QUALIFICATIONS

EDUCATION/CERTIFICATION and/or EQUIVALENT EXPERIENCE:

Associate's level degree and current licensure as a Physical Therapy Assistant.

Two years experience working with children, preferably children with special needs.

This description is intended to indicate the kinds of tasks and levels of work difficulty required of the position given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of management to assign, direct and control the work of employees under supervision. The listing of duties and responsibilities shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.

KNOWLEDGE, SKILLS and ABILITIES

- Knowledge and skills related to achieving successful outcomes for children and families challenged by developmental risk and/or disabilities in a routines-based, primary service provider model.
- Demonstrate ability to work cooperatively with other employees, clients and their families, and other customers of the Center.
- Demonstrate ability to communicate effectively, verbally and in writing, with customers, suppliers, co-workers and supervisors.
- Work independently and use good judgment.
- Maintain consistency with administrative and departmental policies through appropriate behavior, dress, attitude, attendance, confidentiality, professionalism and reliability.
- Knowledge and use of proper handling techniques.
- Computer knowledge including word processing.
- Knowledge about agency services, programs, policies and standards.
- Adhere to safety, health and regulatory requirements as described in the Center's policies and procedures.
- Ability to organize, allocate time, and manage caseload requirements.
- Respect for the value, potential and dignity of service participants and their families.
- Must be able to lift children up to 30 lbs and sit on the floor for extended periods.

PHYSICAL ACTIVITIES AND REQUIREMENTS OF THIS POSITION

☐ Frequent Sitting

- ☒ 1-2 hours a day
☐ 2-3 hours a day
☐ 3-4 hours a day
_____ hours a day

Standing and Stooping

- ☐ 1-2 hours a day
☒ 2-3 hours a day
☐ 3-4 hours a day
_____ hours a day

Bending or Twisting the Body

- ☒ 1-2 hours a day
☐ 2-3 hours a day
☐ 3-4 hours a day
_____ hours a day

Lifting

- ☐ 10-20 lbs
☒ 20-40 lbs
☐ 40-60 lbs
☐ 60-_____ lbs

Performing Repetitive Motions

- ☐ 1-2 hours a day
☒ 2-3 hours a day
☐ 3-4 hours a day
_____ hours a day

Driving in traffic/long distances

- ☐ 1-2 hours a day
☐ 2-3 hours a day
☒ 3-4 hours a day
_____ hours a day

Kneeling, Crouching, Stooping, or Crawling

- ☐ 1-2 hours a day
☐ 2-3 hours a day
☒ 3-4 hours a day
_____ hours a day

Walking and Running

- ☒ 1-2 hours a day
☐ 2-3 hours a day
☐ 3-4 hours a day
_____ hours a day

Outdoors, Exposed to Weather

- ☐ 1-2 hours a day
☒ 2-3 hours a day
☐ 3-4 hours a day
_____ hours a day

Exposure to Sounds, Noise Levels That are Distracting or Uncomfortable

- ☐ 1-2 hours a day
☒ 2-3 hours a day
☐ 3-4 hours a day
_____ hours a day

Exposure to Hot/Cold Temperatures (above 90 F degrees) or (below 32 F degrees)

- ☐ 1-2 hours a day
☒ 2-3 hours a day
☐ 3-4 hours a day
_____ hours a day

Exposure to extreme bright or inadequate lighting Exposure to Contaminants hazards

- ☐ 1-2 hours a day
☒ 2-3 hours a day
☐ 3-4 hours a day
_____ hours a day

Exposure to Healthcare Bio-

(ie., disease and illness)

- ☐ 1-2 hours a day
☐ 2-3 hours a day
☒ 3-4 hours a day
_____ hours a day

Finger Dexterity (ie. Handle, Control, or Feel Objects, Tools, or Controls)

- ☐ 1-2 hours a day
☐ 2-3 hours a day
☒ 3-4 hours a day
_____ hours a day

President/CEO _____

Approval Date _____

I have received and reviewed this position description.

Position Occupant_____

Approval Date_____

Position Description – Part C

Position Title Physical Therapy Assistant/Mentor

Specific Performance Objectives – 2010-2011
(Will constitute 60% of review criteria)

% of Total

%Obtained

1. Productivity 40%	20%	Insert % Obtained when reviewing.
2. Expected to Delivered 85%	20%	
3. Transition Timelines 100% excluding family reasons	20%	
4. Billing and documentation done to agency/contract standards 95%	20%	
5. Team Attainment of ECI State Performance Indicators at 90% for Q1, Q2, and Q3	20%	
Total	100%	

Critical Performance Factors (Rating 1-5) (Will constitute 30% of review criteria)

1. Deadlines (Internal & External)
2. Compliance with ESCT Policies & Procedures
3. Compliance with Safety Standards

General Performance Factors (Rating 1-5) (Will constitute 10% of review criteria)

1. Quality of work
2. Knowledge
3. Judgment and problem solving
4. Professionalism
5. Oral and written communications
6. Colleague relations/teamwork
7. Dependability
8. Initiative/Drive
9. Time Management
10. Attendance and Punctuality

I have received and reviewed these performance objectives

Position Occupant _____ Approval Date _____

Supervisor _____ Approval Date _____



Easter Seals-Central Texas Position Description Name:

Position Title: Physical Therapist

Department: ECI

FLSA Status: Professional/Exempt

Credential: Licensed as a Physical Therapist

Approved:

Last Revised: 8/11

POSITION REPORTS TO: Team Supervisor

POSITIONS SUPERVISED: None

POSITION PURPOSE

Responsible for providing discipline-specific services within the scope of professional certification and ECI program standards, and consistent with agency standards for volume, productivity, record documentation, quality and client outcomes. Participates in the quality improvement program (including, but not limited to, Utilization and Peer Review, Environmental Quality, Credential and Certification Currency, Continuing Education, and Training and Special Studies). Maintains competency through continuing education. The occupant of this position is guided by the Organizational Systems Manual (policies and procedures), multi-year Strategic Plan, Operational Work Plan, Organizational Calendar and teamwork expectations in the conduct of all professional activities. The occupant is expected to maintain skills and knowledge essential for successful job performance.

ESSENTIAL FUNCTIONS AND BASIC DUTIES

1. Attend staff meetings, agency and ECI team in services and trainings.
2. Complete continuing education needed to maintain certification/licensure and renew certification/licensure as necessary
3. Update Human Resources on all needed documentation on a regular basis as required by agency standards
4. Complete agency and program training as specified within timelines.
5. Attend and participate in ECI team related quality assurance meetings and reviews including Utilization Review and Peer Review.
6. Maintain communication throughout work hours with the main office.
7. Process referrals including all related paperwork, documentation and interagency communication.
8. Conduct intakes and screenings per policies.
9. Initiate and maintain contact with children's physicians for obtaining and updating necessary medical information.
10. Serve as a member of a family-centered team to:
 - A. Develop and deliver a comprehensive routines-based service plan primarily in a primary service provider model, and
 - B. Assist families in identifying their routines, concerns, priorities and resources, and
 - C. Perform and coordinate developmental assessments, and
 - D. Assess development, goal attainment, and continuing needs on a periodic basis, and
 - E. Reevaluate outcomes and strategies based on family centered choice.
11. Assist and facilitate the work of team members, other departments, and agency managers in attaining the goals and objectives of the organization.
12. Other duties as assigned
13. Hands-on or direct training of skills, documentation, billing, competencies and theory as assigned

MINIMUM QUALIFICATIONS

EDUCATION/CERTIFICATION and/or EQUIVALENT EXPERIENCE

Master's degree in Physical Therapy with current licensure. Two years experience working with children, preferably children with special needs.

This description is intended to indicate the kinds of tasks and levels of work difficulty required of the position given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of management to assign, direct and control the work of employees under supervision. The listing of duties and responsibilities shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.

KNOWLEDGE, SKILLS and ABILITIES

- Knowledge and skills related to achieving successful outcomes for children and families challenged by developmental risk and/or disabilities in a routines-based, primary service provider model.
- Demonstrate ability to work cooperatively with other employees, clients and their families, and other customers of the Center.
- Demonstrate ability to communicate effectively, verbally and in writing, with customers, suppliers, co-workers and supervisors.
- Work independently and use good judgment.
- Maintain consistency with administrative and departmental policies through appropriate behavior, dress, attitude, attendance, confidentiality, professionalism and reliability.
- Knowledge and use of proper handling techniques.
- Computer knowledge including word processing.
- Knowledge about agency services, programs, policies and standards.
- Adhere to safety, health and regulatory requirements as described in the Center's policies and procedures.
- Ability to organize, allocate time, and manage caseload requirements.
- Respect for the value, potential and dignity of service participants and their families.
- Must be able to lift children up to 30 lbs and sit on the floor for extended periods.

PHYSICAL ACTIVITIES AND REQUIREMENTS OF THIS POSITION

☐ Frequent Sitting

- ☒ 1-2 hours a day
☐ 2-3 hours a day
☐ 3-4 hours a day
_____ hours a day

Standing and Stooping

- ☐ 1-2 hours a day
☒ 2-3 hours a day
☐ 3-4 hours a day
_____ hours a day

Bending or Twisting the Body

- ☒ 1-2 hours a day
☐ 2-3 hours a day
☐ 3-4 hours a day
_____ hours a day

Lifting

- ☐ 10-20 lbs
☒ 20-40 lbs
☐ 40-60 lbs
☐ 60-_____ lbs

Performing Repetitive Motions

- ☐ 1-2 hours a day
☒ 2-3 hours a day
☐ 3-4 hours a day
_____ hours a day

Driving in traffic/long distances

- ☐ 1-2 hours a day
☐ 2-3 hours a day
☒ 3-4 hours a day
_____ hours a day

Kneeling, Crouching, Stooping, or Crawling

- ☐ 1-2 hours a day
☐ 2-3 hours a day
☒ 3-4 hours a day
_____ hours a day

Walking and Running

- ☒ 1-2 hours a day
☐ 2-3 hours a day
☐ 3-4 hours a day
_____ hours a day

Outdoors, Exposed to Weather

- ☐ 1-2 hours a day
☒ 2-3 hours a day
☐ 3-4 hours a day
_____ hours a day

Exposure to Sounds, Noise Levels That are Distracting or Uncomfortable

- ☐ 1-2 hours a day
☒ 2-3 hours a day
☐ 3-4 hours a day
_____ hours a day

Exposure to Hot/Cold Temperatures (above 90 F degrees) or (below 32 F degrees)

- ☐ 1-2 hours a day
☒ 2-3 hours a day
☐ 3-4 hours a day
_____ hours a day

Exposure to extreme bright or inadequate lighting Exposure to Contaminants

- ☐ 1-2 hours a day
☒ 2-3 hours a day
☐ 3-4 hours a day
_____ hours a day

Exposure to Healthcare Bio-hazards (ie., disease and illness)

- ☐ 1-2 hours a day
☐ 2-3 hours a day
☒ 3-4 hours a day
_____ hours a day

Finger Dexterity (ie. Handle, Control, or Feel Objects, Tools, or Controls)

- ☐ 1-2 hours a day
☐ 2-3 hours a day
☒ 3-4 hours a day
_____ hours a day

President/CEO _____

Approval Date _____

I have received and reviewed this position description.

Position Occupant _____

Approval Date _____

Position Description - Part C

Position Title: Physical Therapist

Specific Performance Objectives – 2011-2012
(Will constitute 60% of review criteria)

% of Total

%Obtained

1. Expected to Delivered 85%	30%	Insert % Obtained when reviewing.
2. Billing and documentation done to agency/contract standards 95%	40%	
3. Team Attainment of ECI State Performance Indicators at 90% for Q1, Q2, and Q3	30%	
Total	100%	

Critical Performance Factors (Rating 1-5) (Will constitute 30% of review criteria)

- _____ 1. Deadlines (Internal & External)
- _____ 2. Compliance with ESCT Policies & Procedures
- _____ 3. Compliance with Safety Standards

General Performance Factors (Rating 1-5) (Will constitute 10% of review criteria)

- _____ 1. Quality of work
- _____ 2. Knowledge
- _____ 3. Judgment and problem solving
- _____ 4. Professionalism
- _____ 5. Oral and written communications
- _____ 6. Colleague relations/teamwork
- _____ 7. Dependability
- _____ 8. Initiative/Drive
- _____ 9. Time Management
- _____ 10. Attendance and Punctuality

I have received and reviewed these performance objectives

Position Occupant _____ Approval Date _____

Supervisor _____ Approval Date _____



Easter Seals Central Texas Position Description Name:

Position Title: Occupational Therapist

Department: ECI

FLSA Status: Professional/Exempt

Credential: Current Texas Occupational Therapist Licensure

Approved:

Last Revised: 8/11

POSITION REPORTS TO: Team Supervisor

POSITIONS SUPERVISED: None

POSITION PURPOSE

Responsible for providing discipline-specific services within the scope of professional certification and ECI program standards, and consistent with agency standards for volume, productivity, record documentation, quality and client outcomes. Participates in the quality improvement program (including, but not limited to, Utilization and Peer Review, Environmental Quality, Credential and Certification Currency, Continuing Education, and Training and Special Studies). Maintains competency through continuing education.

ESSENTIAL FUNCTIONS AND BASIC DUTIES

1. Attend staff meetings, agency and ECI team in services and trainings.
2. Complete continuing education needed to maintain certification/licensure and renew certification/licensure as necessary
3. Update Human Resources on all needed documentation on a regular basis as required by agency standards
4. Complete agency and program training as specified within timelines.
5. Attend and participate in ECI team related quality assurance meetings and reviews including Utilization Review and Peer Review.
6. Maintain communication throughout work hours with the main office.
7. Process referrals including all related paperwork, documentation and interagency communication.
8. Conduct intakes and screenings per policies.
9. Initiate and maintain contact with children's physicians for obtaining and updating necessary medical information.
10. Serve as a member of a family-centered team to:
 - A. Develop and deliver a comprehensive routines-based service plan primarily in a primary service provider model, and
 - B. Assist families in identifying their routines, concerns, priorities and resources, and
 - C. Perform and coordinate developmental assessments, and
 - D. Assess development, goal attainment, and continuing needs on a periodic basis, and
 - E. Reevaluate outcomes and strategies based on family centered choice.
11. Provide routines-based Occupational Therapist within qualitative and quantitative standards of the agency.
12. Assist and facilitate the work of team members, other departments, and agency managers in attaining the goals and objectives of the organization.
13. Other duties as assigned
14. Hands-on or direct training of skills, documentation, billing, competencies and theory as assigned
15. Mentor staff in the Competency Demonstration System
16. Continue to increase knowledge and understanding of ECI policy and procedures
17. Be available to staff for answering questions, problem solving and training assistance in the field.
18. Supervision of student interns

MINIMUM QUALIFICATIONS, EDUCATION/CERTIFICATION and/or EQUIVALENT EXPERIENCE:

Master's degree Occupational Therapy with current licensure.

Two years experience working with children, preferably children with special needs.

This description is intended to indicate the kinds of tasks and levels of work difficulty required of the position given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of management to assign, direct and control the work of employees under supervision. The listing of duties and responsibilities shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.

KNOWLEDGE, SKILLS and ABILITIES

Knowledge and skills related to achieving successful outcomes for children and families challenged by developmental risk and/or disabilities in a routines-based, primary service provider model.

Demonstrate ability to work cooperatively with other employees, clients and their families, and other customers of the Center.

Demonstrate ability to communicate effectively, verbally and in writing, with customers, suppliers, co-workers and supervisors.

Work independently and use good judgment.

Maintain consistency with administrative and departmental policies through appropriate behavior, dress, attitude, attendance, confidentiality, professionalism and reliability.

Knowledge and use of proper handling techniques.

Computer knowledge including word processing.

Knowledge about agency services, programs, policies and standards.

Adhere to safety, health and regulatory requirements as described in the Center's policies and procedures.

Ability to organize, allocate time, and manage caseload requirements.

Respect for the value, potential and dignity of service participants and their families.

Must be able to lift children up to 30 lbs and sit on the floor for extended periods.

PHYSICAL ACTIVITIES AND REQUIREMENTS OF THIS POSITION

☐ Frequent Sitting

☒ 1-2 hours a day

☐ 2-3 hours a day

☐ 3-4 hours a day

_____ hours a day

Standing and Stooping

☐ 1-2 hours a day

☒ 2-3 hours a day

☐ 3-4 hours a day

_____ hours a day

Bending or Twisting the Body

☒ 1-2 hours a day

☐ 2-3 hours a day

☐ 3-4 hours a day

_____ hours a day

Lifting

☐ 10-20 lbs

☒ 20-40 lbs

☐ 40-60 lbs

☐ 60-_____ lbs

Performing Repetitive Motions

☐ 1-2 hours a day

☒ 2-3 hours a day

☐ 3-4 hours a day

_____ hours a day

Driving in traffic/long distances

☐ 1-2 hours a day

☐ 2-3 hours a day

☒ 3-4 hours a day

_____ hours a day

Kneeling, Crouching, Stooping, or Crawling

☐ 1-2 hours a day

☐ 2-3 hours a day

☒ 3-4 hours a day

_____ hours a day

Walking and Running

☒ 1-2 hours a day

☐ 2-3 hours a day

☐ 3-4 hours a day

_____ hours a day

Outdoors, Exposed to Weather

☐ 1-2 hours a day

☒ 2-3 hours a day

☐ 3-4 hours a day

_____ hours a day

Exposure to Sounds, Noise Levels That are Distracting or Uncomfortable

☐ 1-2 hours a day

☒ 2-3 hours a day

☐ 3-4 hours a day

_____ hours a day

Exposure to Hot/Cold Temperatures (above 90 F degrees) or (below 32 F degrees)

☐ 1-2 hours a day

☒ 2-3 hours a day

☐ 3-4 hours a day

_____ hours a day

Exposure to extreme bright or inadequate lighting Exposure to Contaminants hazards

☐ 1-2 hours a day

☒ 2-3 hours a day

☐ 3-4 hours a day

_____ hours a day

Exposure to Healthcare Bio-

(ie., disease and illness)

☐ 1-2 hours a day

☐ 2-3 hours a day

☒ 3-4 hours a day

_____ hours a day

Finger Dexterity (ie. Handle, Control, or Feel Objects, Tools, or Controls)

☐ 1-2 hours a day

☐ 2-3 hours a day

☒ 3-4 hours a day

_____ hours a day

President/CEO _____

Approval Date _____

I have received and reviewed this position description.

Position Occupant _____

Approval Date _____

Position Description – Part C

Position Title: Occupational Therapist

Specific Performance Objectives – 2011-2012

% of Total

%Obtained

(Will constitute 60% of review criteria)

1. Expected to Delivered 85%	30%	Insert % Obtained when reviewing.
2. Billing and documentation done to agency/contract standards 95%	40%	
3. Team Attainment of ECI State Performance Indicators at 90% for Q1, Q2, and Q3	30%	
Total	100%	

Critical Performance Factors (Rating 1-5) (Will constitute 30% of review criteria)

- _____ 1. Deadlines (Internal & External)
- _____ 2. Compliance with ESCT Policies & Procedures
- _____ 3. Compliance with Safety Standards

General Performance Factors (Rating 1-5) (Will constitute 10% of review criteria)

- _____ 1. Quality of work
- _____ 2. Knowledge
- _____ 3. Judgment and problem solving
- _____ 4. Professionalism
- _____ 5. Oral and written communications
- _____ 6. Colleague relations/teamwork
- _____ 7. Dependability
- _____ 8. Initiative/Drive
- _____ 9. Time Management
- _____ 10. Attendance and Punctuality

I have received and reviewed these performance objectives

Position Occupant _____ Approval Date _____

Supervisor _____ Approval Date _____



Easter Seals Central Texas Position Description

Position Title: <u>Speech Language Pathologist</u>	Dept: <u>ECI</u>	
FLSA Status: <u>[Insert Exempt or Non-Exempt]</u>	Classification: <u>[Insert ESET classification]</u>	
Approval Date: _____	Revision Date: <u>[insert date last revised]</u>	
Reports to: <u>[insert title of person the occupant reports to]</u>	Credential: <u>[insert required credentials for position]</u>	
Positions supervised: <u>None</u>		

The speech-language pathologist reports directly to the team supervisor and as a member of the ECI team is responsible for providing discipline-specific services within the scope of professional certification and ECI program standards, and consistent with agency standards for volume, productivity, record documentation, quality and client outcomes. Participates in the quality improvement program (including, but not limited to, Utilization and Peer Review, Environmental Quality, Credential and Certification Currency, Continuing Education, and Training and Special Studies). Maintains competency through continuing education. Specific operational priorities are identified in the annual Organization's Operational Work Plan. The occupant of this position is guided by the Organizational Systems Manual (policies and procedures), multi-year Strategic Plan, Operational Work Plan, Organizational Calendar and teamwork expectations in the conduct of all professional activities. The occupant is expected to maintain skills and knowledge essential for successful job performance.

ESSENTIAL FUNCTIONS AND BASIC DUTIES

1. Attend staff meetings, agency and ECI team in services and trainings.
2. Complete continuing education needed to maintain certification/licensure and renew certification/licensure as necessary.
3. Update Human Resources on all needed documentation on a regular basis as required by agency standards.
4. Complete agency and program training as specified within timelines.
5. Attend and participate in ECI team related quality assurance meetings and reviews including Utilization Review and Peer Review.
6. Maintain communication throughout work hours with the main office.
7. Process referrals including all related paperwork, documentation and interagency communication.
8. Conduct intakes and screenings per policies.
9. Initiate and maintain contact with children's physicians for obtaining and updating necessary medical information.
10. Serve as a member of a family-centered team to:
- A. Develop and deliver a comprehensive routines-based service plan primarily in a primary service provider model, and
- B. Assist families in identifying their routines, concerns, priorities and resources, and
- C. Perform and coordinate developmental assessments, and
- D. Assess development, goal attainment, and continuing needs on a periodic basis, and
- E. Reevaluate outcomes and strategies based on family centered choice.
11. Provide routines-based Speech Therapy within qualitative and quantitative standards of the agency.
12. Assist and facilitate the work of team members, other departments, and agency managers in attaining the goals and objectives of the organization.
13. Other duties as assigned.
14. Hands-on or direct training of skills, documentation, billing, competencies and theory as assigned.
15. Continue to increase knowledge and understanding of ECI policy and procedures.
16. Be available to staff for answering questions, problem solving and case conferencing.

MINIMUM QUALIFICATIONS/EDUCATION/CERTIFICATION and/or EQUIVALENT EXPERIENCE

Master's degree Speech Language Pathology with current licensure. Two years experience working with children, preferably children with special needs.

This document is intended to indicate the kinds of tasks and levels of most difficulty required of the position given this title and chart and is not intended as describing what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or to expand the right of management to assign, direct and control the work of employees under supervision. The listing of duties and responsibilities shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.

KNOWLEDGE, SKILLS and ABILITIES

- Knowledge and skills related to achieving successful outcomes for children and families challenged by developmental risk and/or disabilities in a routines-based, primary service provider model
- Demonstrate ability to work cooperatively with other employees, clients and their families, and other customers of the Center.
- Demonstrate ability to communicate effectively, verbally and in writing, with customers, suppliers, co-workers and supervisors.
- Work independently and use good judgment.
- Maintain consistency with administrative and departmental policies through appropriate behavior, dress, attitude, attendance, confidentiality, professionalism and reliability.
- Knowledge and use of proper handling techniques.
- Computer knowledge including word processing.
- Knowledge about agency services, programs, policies and standards.
- Adhere to safety, health and regulatory requirements as described in the Center's policies and procedures.
- Ability to organize, allocate time, and manage caseload requirements.
- Respect for the value, potential and dignity of service participants and their families.
- Must be able to lift children up to 30 lbs and sit on the floor for extended periods.

PHYSICAL ACTIVITIES AND REQUIREMENTS OF THIS POSITION [Self - explanatory]

Frequent Sitting		Exposure to extreme bright or inadequate lighting		Exposure to Contaminants	
<input type="checkbox"/> 1-2 hours a day		<input type="checkbox"/> 1-2 hours a day		<input type="checkbox"/> X	<input type="checkbox"/> 1-2 hours a day
<input type="checkbox"/> 2-3 hours a day		<input type="checkbox"/> 2-3 hours a day			<input type="checkbox"/> 2-3 hours a day
<input type="checkbox"/> 3-4 hours a day		<input type="checkbox"/> 3-4 hours a day			<input type="checkbox"/> 3-4 hours a day
<input type="checkbox"/> 0 Hours a day	<input type="checkbox"/> 0	<input type="checkbox"/> Hours a day			<input type="checkbox"/> Hours a day
Standing/Stooping		Performing repetitive motions		Outdoors, Exposed to Weather	
<input type="checkbox"/> 1-2 hours a day		<input type="checkbox"/> X	<input type="checkbox"/> 1-2 hours a day	<input type="checkbox"/> X	<input type="checkbox"/> 1-2 hours a day
<input type="checkbox"/> 2-3 hours a day			<input type="checkbox"/> 2-3 hours a day		<input type="checkbox"/> 2-3 hours a day
<input type="checkbox"/> 3-4 hours a day			<input type="checkbox"/> 3-4 hours a day		<input type="checkbox"/> 3-4 hours a day
<input type="checkbox"/> 0 Hours a day			<input type="checkbox"/> Hours a day		<input type="checkbox"/> Hours a day
Lifting		Finger Dexterity (ie. Handle, Control, or Feed Objects, Tools, or Controls)		Exposure to Hot/Cold Temps. (90 F+ or 32 F-)	
<input type="checkbox"/> 10-20 lbs.		<input type="checkbox"/> X	<input type="checkbox"/> 1-2 hours a day	<input type="checkbox"/> X	<input type="checkbox"/> 1-2 hours a day
<input type="checkbox"/> 20-40 lbs.			<input type="checkbox"/> 2-3 hours a day		<input type="checkbox"/> 2-3 hours a day
<input checked="" type="checkbox"/> 40-60 lbs.			<input type="checkbox"/> 3-4 hours a day		<input type="checkbox"/> 3-4 hours a day
<input type="checkbox"/> 60+ lbs.			<input type="checkbox"/> Hours a day		<input type="checkbox"/> Hours a day
Walking/Running		Exposure to Healthcare Bio-hazards (ie., disease & illness)		Kneeling, Crouching, Stooping, or Crawling	
<input checked="" type="checkbox"/> 1-2 hours a day		<input type="checkbox"/> 1-2 hours a day			<input type="checkbox"/> 1-2 hours a day
<input type="checkbox"/> 2-3 hours a day		<input type="checkbox"/> 2-3 hours a day			<input type="checkbox"/> 2-3 hours a day
<input type="checkbox"/> 3-4 hours a day		<input type="checkbox"/> 3-4 hours a day		<input type="checkbox"/> X	<input type="checkbox"/> 3-4 hours a day
<input type="checkbox"/> 0 Hours a day	<input type="checkbox"/> 0	<input type="checkbox"/> Hours a day			<input type="checkbox"/> Hours a day
Bending/Twisting		Exposure to Sounds, Noise Levels that are Obnoxious or Uncomfortable		Additional Factors - enter here	
<input type="checkbox"/> 1-2 hours a day		<input type="checkbox"/> 1-2 hours a day			<input type="checkbox"/> 1-2 hours a day
<input type="checkbox"/> 2-3 hours a day		<input type="checkbox"/> 2-3 hours a day			<input type="checkbox"/> 2-3 hours a day
<input type="checkbox"/> 3-4 hours a day		<input type="checkbox"/> 3-4 hours a day			<input type="checkbox"/> 3-4 hours a day
<input type="checkbox"/> 0 Hours a day	<input type="checkbox"/> 0	<input type="checkbox"/> Hours a day			<input type="checkbox"/> Hours a day

Vice President, HR & Admin,

Approval Date:

I have received and reviewed this position description.

Position Occupant:

Approval Date:



Easter Seals Central Texas Position Description

Position Description - Part C and Performance Evaluation Form

Name: _____
Position Title: Speech Language Pathologist
Specific Performance Objectives - Fiscal Year 2013 [Fiscal year that position description or performance evaluation is for]

[Put a capital X for correct description]
Position Description - Part C
Interim Evaluation
Annual Evaluation

X

Individual Goals (Will constitute 90% of review criteria)	Insert percentage to be obtained in this column	Insert actual obtained percentage in this column (Blank for Part C, completed for Evaluation)
Planned to Delivered Services- 85% or greater	20%	
Delivered Service Hours- 50% of hours worked are contact with families/children	50%	
ECI contract attainment of 45 day timeline- 100% of children enrolled in 45 days	20%	
Total:	90%	
Team Goals: (Will constitute 25% of review criteria)	Insert % of Total here	Insert % Obtained when reviewing
LOS budget Management	5%	
ESCT Net Income meets FY 13 Budget	5%	
Total:	10%	
Specific Performance Objectives Total	100%	0%

Excellent 90-100	Skilled 80-89	Needs Improvement 70-79	Unsatisfactory 69% below
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[Bold the category listed above that is same as specific performance objectives total]

Comments:

Insert overall performance comments here.

Developmental Needs and Plans for Performance Development and/or Improvement

Insert developmental needs and plans for performance development and/or improvement here.

My signature below verifies I have participated in my evaluation. My comments are:

Employee Signature _____ Date _____

Reviewer's Name (Printed) _____ Date _____

Reviewer's Signature _____ Date _____

Reviewer's reporting relationship to employee: _____ Immediate Supervisor



Easter Seals Central Texas Position Description

Position Title:	Service Coordinator I or II	Dept:	ECI
FLSA Status:	Exempt	Classification:	Professional
Approval Date:	03/25/14	Revision Date:	03/25/14
Reports to:	ECI Team Supervisor	Credential:	N/A
Positions supervised:	None		

The Service Coordinator reports directly to the Team Supervisor and as a member of the ECI team is responsible for: providing discipline-specific services within the scope of professional certification/licensure and ECI program standards, and consistent with agency standards for volume, productivity, record documentation, quality and client outcomes. Participates in the quality improvement program (including, but not limited to, Utilization and Peer Review, Environmental Quality). Maintains competency through continuing education. Specific operational priorities are identified in the annual Organization's Operational Work Plan. The occupant of this position is guided by the Organizational Systems Manual (policies and procedures), multi-year Strategic Plan, Operational Work Plan, Organizational Calendar and teamwork expectations in the conduct of all professional activities. The occupant is expected to maintain skills and knowledge essential for successful job performance.

ESSENTIAL FUNCTIONS AND BASIC DUTIES

1. Attend staff meetings, agency and ECI team in services and trainings.
2. Complete continuing education needed to maintain certification/licensure if applicable and renew certification/licensure as necessary.
3. Update Human Resources on all needed documentation on a regular basis as required by agency standards.
4. Complete agency and program training as specified within timelines.
 - A. Infants and toddlers who are developmentally delayed, or are at risk of delay;
 - B. Part C of IDEA; and
 - C. services available in the community or from state-funded programs. Training includes eligibility and cost information; complete the ECI Family-Centered Service Coordination module before providing any service coordination activities; and effectively communicate in the family's primary language or use an interpreter and translator unless it is clearly not feasible to do so.
5. Attend and participate in ECI team related quality assurance meetings and reviews including Utilization Review and Peer Review.
6. Maintain communication throughout work hours with the main office.
7. Process referrals including all related paperwork, documentation and interagency communication.
8. Conduct intakes and screenings per policies.
9. Initiate and maintain contact with children's physicians for obtaining and updating necessary medical information.
10. Serve as a member of a family-centered team to:
 - A. Develop and deliver a comprehensive routines-based service plan primarily in a primary service provider model; and
 - B. Assist families in identifying their routines, concerns, priorities and resources; and
 - C. Coordinate developmental assessments; and
 - D. Assess development, goal attainment, and continuing needs on a periodic basis; and
 - E. Reevaluate outcomes and strategies based on family centered choice.
11. Serve as a Service Coordinator and perform all duties related to service coordination including planning, attending and facilitating meetings between families, ESCT staff and other community members as requested by families.
12. Assist and facilitate the work of team members, other departments, and agency managers in attaining the goals and objectives of the program and organization.
13. Other duties as assigned.

MINIMUM QUALIFICATIONS/EDUCATION/CERTIFICATION and/or EQUIVALENT EXPERIENCE

Master's preferred or Bachelor's degree in Child Development, Psychology or related Human Services field and certified (or pending certification) by the Early Childhood Intervention state agency. Two years experience working with children, preferably children with special needs.

KNOWLEDGE, SKILLS and ABILITIES

1. Knowledge and skills related to achieving successful outcomes for children and families challenged by developmental risk and/or disabilities in a routines-based, primary service provider model.
2. Demonstrate ability to work cooperatively with other employees, clients and their families, and other customers of the Center.
3. Demonstrate ability to communicate effectively, verbally and in writing, with customers, suppliers, co-workers and supervisors.
4. Work independently and use good judgment.
5. Maintain consistency with administrative and departmental policies through appropriate behavior, dress, attitude, attendance, confidentiality, professionalism and reliability.
6. Knowledge and use of proper handling techniques.
7. Computer knowledge including word processing.
8. Knowledge about agency services, programs, policies and standards.
9. Adhere to safety, health and regulatory requirements as described in the Center's policies and procedures.
10. Ability to organize, allocate time, and manage caseload requirements.
11. Respect for the value, potential and dignity of service participants and their families.
12. Must be able to lift children up to 30 lbs and sit on the floor for extended periods.

PHYSICAL ACTIVITIES AND REQUIREMENTS OF THIS POSITION [Self - explanatory]

Frequent Sitting		Exposure to extreme bright or inadequate lighting	Exposure to Contaminants
<input type="checkbox"/> 1-2 hours a day	<input type="checkbox"/> 1-2 hours a day	<input type="checkbox"/> 1-2 hours a day	<input checked="" type="checkbox"/> 1-2 hours a day
<input type="checkbox"/> 2-3 hours a day	<input type="checkbox"/> 2-3 hours a day	<input type="checkbox"/> 2-3 hours a day	<input type="checkbox"/> 2-3 hours a day
<input type="checkbox"/> 3-4 hours a day	<input type="checkbox"/> 3-4 hours a day	<input type="checkbox"/> 3-4 hours a day	<input type="checkbox"/> 3-4 hours a day
<input type="checkbox"/> 0 Hours a day	<input type="checkbox"/> 0 Hours a day	<input type="checkbox"/> 0 Hours a day	<input type="checkbox"/> 0 Hours a day
Standing/Stooping		Performing repetitive motions	Outdoors, Exposed to Weather
<input type="checkbox"/> 1-2 hours a day	<input type="checkbox"/> 1-2 hours a day	<input checked="" type="checkbox"/> 1-2 hours a day	<input checked="" type="checkbox"/> 1-2 hours a day
<input type="checkbox"/> 2-3 hours a day	<input type="checkbox"/> 2-3 hours a day	<input type="checkbox"/> 2-3 hours a day	<input type="checkbox"/> 2-3 hours a day
<input type="checkbox"/> 3-4 hours a day	<input type="checkbox"/> 3-4 hours a day	<input type="checkbox"/> 3-4 hours a day	<input type="checkbox"/> 3-4 hours a day
<input type="checkbox"/> 0 Hours a day	<input type="checkbox"/> 0 Hours a day	<input type="checkbox"/> 0 Hours a day	<input type="checkbox"/> 0 Hours a day
Lifting		Finger (Heavy (e.g., handle, control, or foot) Objects, Tools, or Controls)	Exposure to Hot/Cold Temper (90 F+ or 32 F-)
<input type="checkbox"/> 10-20 lbs.	<input type="checkbox"/> 1-2 hours a day	<input checked="" type="checkbox"/> 1-2 hours a day	<input checked="" type="checkbox"/> 1-2 hours a day
<input type="checkbox"/> 20-40 lbs.	<input type="checkbox"/> 2-3 hours a day	<input type="checkbox"/> 2-3 hours a day	<input type="checkbox"/> 2-3 hours a day
<input checked="" type="checkbox"/> 40-60 lbs.	<input type="checkbox"/> 3-4 hours a day	<input type="checkbox"/> 3-4 hours a day	<input type="checkbox"/> 3-4 hours a day
<input type="checkbox"/> 60+ lbs.	<input type="checkbox"/> 0 Hours a day	<input type="checkbox"/> 0 Hours a day	<input type="checkbox"/> 0 Hours a day
Walking/Running		Exposure to Hazardous Bio-Hazards (e.g., disease & blood)	Kneeling, Crouching, Stooping, or Crawling
<input checked="" type="checkbox"/> 1-2 hours a day	<input type="checkbox"/> 1-2 hours a day	<input type="checkbox"/> 1-2 hours a day	<input type="checkbox"/> 1-2 hours a day
<input type="checkbox"/> 2-3 hours a day	<input type="checkbox"/> 2-3 hours a day	<input type="checkbox"/> 2-3 hours a day	<input type="checkbox"/> 2-3 hours a day
<input type="checkbox"/> 3-4 hours a day	<input type="checkbox"/> 3-4 hours a day	<input type="checkbox"/> 3-4 hours a day	<input checked="" type="checkbox"/> 3-4 hours a day
<input type="checkbox"/> 0 Hours a day	<input type="checkbox"/> 0 Hours a day	<input type="checkbox"/> 0 Hours a day	<input type="checkbox"/> 0 Hours a day
Bending/Twisting		Exposure to Sounds, Noise Levels That are Disturbing or Uncomfortable	Additional Factors - enter here
<input type="checkbox"/> 1-2 hours a day	<input type="checkbox"/> 1-2 hours a day	<input type="checkbox"/> 1-2 hours a day	<input type="checkbox"/> 1-2 hours a day
<input type="checkbox"/> 2-3 hours a day	<input type="checkbox"/> 2-3 hours a day	<input type="checkbox"/> 2-3 hours a day	<input type="checkbox"/> 2-3 hours a day
<input type="checkbox"/> 3-4 hours a day	<input type="checkbox"/> 3-4 hours a day	<input type="checkbox"/> 3-4 hours a day	<input type="checkbox"/> 3-4 hours a day
<input type="checkbox"/> 0 Hours a day	<input type="checkbox"/> 0 Hours a day	<input type="checkbox"/> 0 Hours a day	<input type="checkbox"/> 0 Hours a day

View President, HR & Admin: _____ Approval Date: _____

I have received and reviewed this position description.

Position Occupant: _____ Approval Date: _____



Easter Seals Central Texas Position Description

Position Description - Part C and Performance Evaluation Form

Name: _____
Position Title: Service Coordinator
Specific Performance Objectives – Fiscal Year 2014 (Fiscal year that position description or performance evaluation is for)

[Bold for correct description]
Position Description - Part C
Interim Evaluation
Annual Evaluation

Individual Goals (Will constitute 75 points of review criteria)	Insert points to be obtained in this column	Insert actual points obtained in this column (Blank for Part C, completed for Evaluation)
TCM billing-average 1 hour per child per month (actual performance=)	35	
Transition Timelines- 100% (actual performance=)	20	
ECI contract attainment of 45 day timeline 100% (actual performance=)	20	
Total:	75	
Team Goals (Will constitute 25 points of review criteria)	Insert points here	Insert points Obtained when reviewing
Growth in Margin: 10% Budget Management	10	
ESCT Net Income meets FY14 Budget		
Growth in Mission: ESCT Total Clients Served (vs. prior year) >5% increase = Excellent 0-4% increase = Skilled 1-4% decrease = Needs Improvement >5% decrease = Unsatisfactory Showcasing Goal: Describe how you contributed to enhancing ESCT client services in FY14 Showcase 3 examples = Excellent Showcase 2 examples = Skilled Showcase 1 example = Needs Improvement Showcase 0 examples = Unsatisfactory	15	
Total:	25	
Specific Performance Objectives Total	100	

Excellent 90-100	Skilled 80-89	Needs 70-79	Unsatisfactory 69% below
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[Bold the category listed above that is same as specific performance objectives total]

Comments:

Developmental Needs and Plans for Performance Development and/or Improvement

My signature below verifies I have participated in my evaluation. My comments are:

Employee Signature _____ Date _____

Reviewer's Name (Printed) _____ Date _____

Reviewer's Signature _____ Date _____

Reviewer's reporting relationship to employee: _____ Immediate Supervisor _____



Easter Seals Central Texas Position Description

Position Title:	Early Intervention Specialist	Dept:	ECI
FLSA Status:	Exempt	Classification:	Professional
Approval Date:	03/25/14	Revision Date:	03/25/14
Reports to:	ECI Team Supervisor	Credential:	Certification as an Early Intervention Specialist
Positions supervised:	None		

The Early Intervention Specialist reports directly to the Team Supervisor and as a member of the ECI team is responsible for providing discipline-specific services within the scope of professional certification/licensure and ECI program standards, and consistent with agency standards for volume, productivity, record documentation, quality and client outcomes. Participates in the quality improvement program (including, but not limited to, Utilization and Peer Review, Environmental Quality). Maintains competency through continuing education. Specific operational priorities are identified in the annual Organization's Operational Work Plan. The occupant of this position is guided by the Organizational Systems Manual (policies and procedures), multi-year Strategic Plan, Operational Work Plan, Organizational Calendar and teamwork expectations in the conduct of all professional activities. The occupant is expected to maintain skills and knowledge essential for successful job performance.

ESSENTIAL FUNCTIONS AND BASIC DUTIES

1. Attend staff meetings, agency and ECI team in services and trainings.
2. Complete continuing education needed to maintain certification/licensure and renew certification/licensure as necessary.
3. Update Human Resources on all needed documentation on a regular basis as required by agency standards.
4. Complete agency and program training:
 - A. Register with the State EIS Registry within 30 days of employment and complete the Staff Assessment for the purpose of development of the Individual Professional Development Plan;
 - B. Complete the Orientation to Early Childhood Intervention prior to beginning direct services;
 - C. Complete required modules and maintain communication with direct supervisor;
 - D. Minimum of one hour of supervision per week until Comprehensive Systems of Personnel Development (CSPD) is complete.
5. Attend and participate in ECI team related quality assurance meetings and reviews including Utilization Review and Peer Review.
6. Maintain communication throughout work hours with the main office.
7. Initiate and maintain contact with children's physicians for obtaining and updating necessary medical information.
8. Serve as a member of a family-centered team to:
 - A. Develop and deliver a comprehensive routines-based service plan primarily in a primary service provider model, and
 - B. Assist families in identifying their routines, concerns, priorities and resources, and
 - C. Perform and coordinate developmental assessments, and
 - D. Assess development, goal attainment, and continuing needs on a periodic basis, and
 - E. Reevaluate outcomes and strategies based on family centered choice.
9. Provide routines-based Specialized Skills Training and/or family training.
10. Assist and facilitate the work of team members, other departments, and agency managers in attaining the goals and objectives of the program and organization.
11. Other duties as assigned.
12. Hands-on or direct training of skills, documentation, billing, competencies and theory as assigned.
13. Continue to increase knowledge and understanding of ECI policy and procedures.
14. Be available to staff for answering questions, problem solving and case conferencing.

MINIMUM QUALIFICATIONS/EDUCATION/CERTIFICATION and/or EQUIVALENT EXPERIENCE

Master's preferred or Bachelor's degree in Child Development, Psychology or related Human Services field and certified (or pending certification) by the Early Childhood Intervention state agency. Two years experience working with children, preferably children with special needs. Bilingual in English/Spanish preferred.

This document is intended to provide the basis of tasks and hours of work necessary to accomplish the position. It is not intended to be used as a contract or to modify the rights of management to assign, direct and control the work of employees under supervision. The listing of duties and responsibilities shall not be held as exclusive either in kind or in number.

KNOWLEDGE, SKILLS and ABILITIES

- Knowledge and skills related to achieving successful outcomes for children and families challenged by developmental risk and/or disabilities in a routines-based, primary service provider model.
- Demonstrate ability to work cooperatively with other employees, clients and their families, and other customers of the Center.
- Demonstrate ability to communicate effectively, verbally and in writing, with customers, suppliers, co-workers and supervisors.
- Work independently and use good judgment.
- Maintain consistency with administrative and departmental policies through appropriate behavior, dress, attitude, attendance, confidentiality, professionalism and reliability.
- Knowledge and use of proper handling techniques.
- Computer knowledge including word processing.
- Knowledge about agency services, programs, policies and standards.
- Adhere to safety, health and regulatory requirements as described in the Center's policies and procedures.
- Ability to organize, allocate time, and manage caseload requirements.
- Respect for the value, potential and dignity of service participants and their families.
- Must be able to lift children up to 30 lbs and sit on the floor for extended periods.



Easter Seals Central Texas Position Description

PHYSICAL ACTIVITIES AND REQUIREMENTS OF THIS POSITION [Self - explanatory]

Frequent Sitting 1-2 hours a day 2-3 hours a day 3-4 hours a day 0 hours a day	Exposure to extreme bright or inadequate lighting 0	1-2 hours a day 2-3 hours a day 3-4 hours a day Hours a day	Exposure to Contaminants X Hours a day	1-2 hours a day 2-3 hours a day 3-4 hours a day Hours a day
Standing/Stooping 1-2 hours a day 2-3 hours a day 3-4 hours a day 0 hours a day	Performing repetitive motions X 0	1-2 hours a day 2-3 hours a day 3-4 hours a day Hours a day	Outdoors, Exposed to Weather X Hours a day	1-2 hours a day 2-3 hours a day 3-4 hours a day Hours a day
Lifting 10-20 lbs. 20-40 lbs. X 40-60 lbs. 60+ lbs.	Under Difficulty (ie. Handle, Control, or Feed Objects, Tools, or Controls) X 0	1-2 hours a day 2-3 hours a day 3-4 hours a day Hours a day	Exposure to Hot/Cold Temp. (90 F+ or 32 F-) X Hours a day	1-2 hours a day 2-3 hours a day 3-4 hours a day Hours a day
Walking/Running X 1-2 hours a day 2-3 hours a day 3-4 hours a day Hours a day	Exposure to Healthcare Bio-hazards (ie. disease & fluids) 0	1-2 hours a day 2-3 hours a day 3-4 hours a day Hours a day	Knocking, Crawling, Stooping, or Crawling X Hours a day	1-2 hours a day 2-3 hours a day 3-4 hours a day Hours a day
Bending/Twisting 1-2 hours a day 2-3 hours a day 3-4 hours a day 0 hours a day	Exposure to Speech, Visual Issues that are Distracting or Uncomfortable 0	1-2 hours a day 2-3 hours a day 3-4 hours a day Hours a day	Additional Factors - enter here Hours a day	1-2 hours a day 2-3 hours a day 3-4 hours a day Hours a day

Vice President, HR & Admin

Approval Date:

I have received and reviewed this position description.

Position Occupant:

Approval Date:

Position Description - Part C and Performance Evaluation Form

Name:

Position Title: Early Intervention Specialist

Specific Performance Objectives - Fiscal Year 2014 (Fiscal year that position description or performance evaluation is for)

(Bold for correct description)

Position Description - Part C

Interim Evaluation

Annual Evaluation

Individual Goals (Will constitute 75 points of review criteria)	Insert points to be obtained in this column	Insert actual points obtained in this column (Blank for Part C, completed for Evaluation)
Planned to Delivered Services- 85% or greater (actual= %)	20	
Delivered Service Hours- 50% of hours worked are contact with families/children actual = %	35	
ECI contract attainment of 45 day timeline- 100% of children enrolled in 45 days actual = %	20	
Total:	75	
Team Goals: (Will constitute 25 points of review criteria)	Insert Total Points here	Insert Points Obtained when reviewing
Growth in Margin: LOS Budget Management ESCT Net income meets FY 14 Budget	10	
Growth in Mission: ESCT Total Clients Served (vs. prior year) Increase = Excellent 0-4% increase = Skilled 1-4% decrease = Needs Improvement >5% decrease = Unsatisfactory Showcasing Goal: Describe how you contributed to enhancing ESCT client services in FY14 Showcase 3 examples = Excellent Showcase 2 examples = Skilled Showcase 1 example = Needs Improvement Showcase 0 examples = Unsatisfactory	15	
Total:	25	
Specific Performance Objectives Total	100	

Excellent	Skilled	Needs Improvement	Unsatisfactory
90-100	80-89	70-79	69% below

[Bold the category listed above that is same as specific performance objectives total]

Comments:

Insert overall performance comments here.

Developmental Needs and Plans for Performance Development and/or Improvement

Insert developmental needs and plans for performance development and/or improvement here.

My signature below verifies I have participated in my evaluation. My comments are:

Employee Signature

Date

Reviewer's Name (Printed)

Date

Reviewer's Signature

Date

Reviewer's reporting relationship to employee:

Immediate Supervisor



Easter Seals Central Texas Physical Therapist/Rehab Team Lead

Position Title:	Physical Therapist	Dept:	CORP
FLSA Status:	Exempt	Classification:	Professional
Approval Date:	September 11, 2013	Revision Date:	August 11, 2013
Reports to:	Director, Therapeutic Services	Credential:	Licensed in Texas as PT
Positions supervised:	PTA (when applicable), Rehab Service Coordinator, Front Desk Clerk, Rehab Coordinator, PRN Therapists, Audiologist		

Provides discipline specific services within the scope of state license, professional certification and Rehab program standards and provides direct services consistent with agency standards for volume, productivity, record documentation, quality, and client outcomes. Specific operational priorities are identified in the annual Organization's Operational Work Plan. The occupant of this position is guided by the Organizational Systems Manual (policies and procedures), multi-year Strategic Plan, Operational Work Plan, Organizational Calendar and teamwork expectations in the conduct of all professional activities. The occupant is expected to maintain skills and knowledge essential for successful job performance.

ESSENTIAL FUNCTIONS AND BASIC DUTIES

- Participates in the quality improvement program (including, but not limited to, Utilization and Peer Review, Health and Safety, Credential and Certification Currency, Continuing Education, and Training and Special Studies)
- 1 Knowledge and adherence to administrative, human resource and business standards and procedures of the agency;
 - 2 Maintaining competency through continuing education;
 - 3 Participates in fundraising, marketing, and business development;
 - 4 Perform clinical duties including evaluating and treating clients safely and effectively.
 - a. Basic-Advanced knowledge of normal development.
 - b. Basic-Advanced knowledge and understanding of evaluating areas as stated in Easter Seals-Central Texas Physical Therapy Evaluation form.
 - c. Basic-Advanced knowledge of standardized evaluations used in pediatric population (Peabody, Bruininks, etc) as well as general adult evaluations.
 - d. Interpretation of results of assessment.
 - e. Thorough knowledge of principles, methods, materials and equipment used in physical therapy.
 - f. Thorough knowledge of the possible hazards to clients during treatment and necessary precautionary and remedial measures.
 - 5 g. Ability to establish and maintain effective working relationships with clients and families to maximize therapeutic gains.
 - 6 Set functional and measurable goals based on evaluation, observation, family/client goals and physician orders.
 - 7 Work with team to develop a plan of care consistent with client and family's needs and goals as well as with therapeutic needs.
 - 8 Attend staff meetings.
 - 9 Maintain case records, complete reports, and daily notes in a timely manner as specified in the procedural guidelines.
 - a. Evaluations completed within 72 hours/ 3 business days and reevaluations within 5 business days.
 - b. Daily documentation completed in timely manner.
 - c. Daily documentation completed in SOAP note format.
 - d. Document family education and home programming as it occurs.
 - e. Re-evaluations completed every 6 months.
 - f. Update plan of care every month
 - 10 g. Perform Functional Assessment upon initial evaluation, every 6 months thereafter, and at discharge.
 - 11 Prepare client certifications (HCFA 700 and Medicaid TP-1) and re-certifications (HCFA 701 and Medicaid TP-2).
 - 12 Complete superbills and turn in to receptionist following each treatment session.
 - 13 Make referrals and create linkages for transition services and follow up and to enhance current therapeutic program.
 - 14 Basic knowledge of third-party reimbursement qualifications or procedures required by contracting agencies.
 - 15 Maintain liaison with other departments within the agency as well as with individuals outside of agency (ex. Teachers, school therapists, physician, case manager, etc.).
 - 16 Assure availability of supplies and equipment.
 - 17 Maintain a safe environment for rehabilitation clients and staff.
 - 18 Provide therapy services within qualitative and quantitative standards of the agency.
 - 19 Present in-service training on topics within his/her own discipline or area of expertise.
 - 20 Provide resource information to staff members and families.
 - 21 Assist and facilitate the work of team members, other departments, and agency managers in attaining the goals and objectives of the organization.
 - 22 Supervision of PTA (if assigned).
 - 23 Adhere to and comply with safety policies and procedures.
 - 24 Provide clinical leadership licensed clinicians.
 - 25 Maintained compliance with, policies, standards and procedures consistent with accreditation, certification, practice standards, and regulatory requirements.
 - 26 In partnership with the Director, Therapeutic Services, responsible for day to day operations and program administration consistent with environmental policies and standards.
 - 27 Supervision, development, and evaluation of staff performance consistent with agency policies, business plan priority objectives, and individualized, annual performance targets.
 - 28 Conduct monthly performance conversations.
 - 29 Responsible for coordination of personnel coverage as needed for program.
 - 30 Assisting with compliance with regulatory requirements and contract specifications through program monitoring, data collection and analysis, and program evaluation.
 - 31 Other duties as assigned, including student intern supervision and training.

MINIMUM QUALIFICATIONS/EDUCATION/CERTIFICATION and/or EQUIVALENT EXPERIENCE

Bachelor's or Master's or Doctoral degree in Physical Therapy from an APTA certified school, current Texas license in physical therapy, prefer background in pediatrics. Bilingual in Spanish preferred.

Must be a licensed therapist in Texas. Bachelor's degree in a related field (e.g., education, sociology, social services, or liberal arts) and two year full-time experience performing supervisory duties in a related field (two years may be substituted for one year of college with eight years experience being equivalent to a college degree).

This description is intended to indicate the kinds of tasks and levels of work difficulty required of the position given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of management to assign, direct and control the work of employees under supervision. The listing of duties and responsibilities shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.

KNOWLEDGE, SKILLS and ABILITIES

- 1 Knowledge and skills related to achieving successful outcomes for persons at risk of, or with developmental and/or rehabilitative challenges.
- 2 Supervisory and management skills.
- 3 Ability to communicate effectively, verbally and in writing, internally and in the external environment.
- 4 Work independently and use good judgment.



Easter Seals Central Texas Physical Therapist/Rehab Team Lead

- 5 Demonstrate initiative and imagination.
- 6 Demonstrated ability to implement quality assurance and improvement processes.
- 7 Ability to manage time and resources within project timelines.
- 8 Ability to multi-task.
- 9 Respect for the value, potential and dignity of service participants and their families.
- 10 Knowledge and skills related to the supervision of personnel

PHYSICAL ACTIVITIES AND REQUIREMENTS OF THIS POSITION [Self - explanatory]

Frequent Sitting

☐ 1-2 hours a day
☐ 2-3 hours a day
☐ 3-4 hours a day
☐ 0 Hours a day

Exposure to extreme bright or inadequate lighting

☐ 1-2 hours a day
☐ 2-3 hours a day
☐ 3-4 hours a day
☐ 0 Hours a day

Exposure to Contaminants

☒ 1-2 hours a day
☐ 2-3 hours a day
☐ 3-4 hours a day
☐ Hours a day

Standing/Stooping

☐ 1-2 hours a day
☐ 2-3 hours a day
☐ 3-4 hours a day
☐ 8 Hours a day

Performing repetitive motions

☐ 1-2 hours a day
☐ 2-3 hours a day
☐ 3-4 hours a day
☐ Hours a day

Outdoors, Exposed to Weather

☒ 1-2 hours a day
☐ 2-3 hours a day
☐ 3-4 hours a day
☐ Hours a day

Lifting

☐ 10-20 lbs.
☐ 20-40 lbs.
☒ 40-60 lbs.
☐ 60+ lbs.

Finger Dexterity (ie, Handle, Control, or Feel Objects, Tools, or Controls)

☒ 1-2 hours a day
☐ 2-3 hours a day
☐ 3-4 hours a day
☐ Hours a day

Exposure to Hot/Cold Temps.(90 F+ or 32 F-)

☒ 1-2 hours a day
☐ 2-3 hours a day
☐ 3-4 hours a day
☐ Hours a day

Walking/Running

☒ 1-2 hours a day
☐ 2-3 hours a day
☐ 3-4 hours a day
☐ Hours a day

Exposure to Healthcare Bio-hazards (ie., disease & illness)

☐ 1-2 hours a day
☐ 2-3 hours a day
☐ 3-4 hours a day
☐ 0 Hours a day

Kneeling, Crouching, Stooping, or Crawling

☐ 1-2 hours a day
☐ 2-3 hours a day
☒ 3-4 hours a day
☐ Hours a day

Bending/Twisting

☒ 1-2 hours a day
☐ 2-3 hours a day
☐ 3-4 hours a day
☐ 8 Hours a day

Exposure to Sounds, Noise Levels That are Distracting or Uncomfortable

☐ 1-2 hours a day
☐ 2-3 hours a day
☐ 3-4 hours a day
☐ 0 Hours a day

Additional Factors - enter here

☐ 1-2 hours a day
☐ 2-3 hours a day
☐ 3-4 hours a day
☐ Hours a day

Vice President, HR & Admin.

Approval Date:

I have received and reviewed this position description.

Position Occupant:

Approval Date:



Easter Seals Central Texas Physical Therapist/Rehab Team Lead

Position Description - Part C and Performance Evaluation Form

Names: Brittany Stager-PT
 Position Title: Physical Therapist CORP
 Specific Performance Objectives – Fiscal Year 2013 [Fiscal year that position description or performance evaluation is for]

[Put a capital X for correct description]
 Position Description - Part C
 Interim Evaluation
 Annual Evaluation

X

Individual Goals (Will constitute 80% of review criteria)	Insert percentage to be obtained in this column	Insert actual obtained percentage in this column (Blank for Part C, completed for Evaluation)
Documentation of Training/Education for family/client 70%	5%	
Timeliness of documentation and supports billing 95%	9%	
Monthly average for number of appointments per week is 196 for the clinic with a productivity rate of 75% individually by August 31	17%	
Evaluations and Reevaluations completed on time 95%	13%	
Participation in one fundraising and one relationship event per year 100%	9%	
Functional Assessments performed at intake, reeval and discharge per agency standards 95%	9%	
Progress notes reflect goals stated in POC monthly and functional assessment progress as applicable 90%	9%	
Discussion/review of POC's with client/family documented in progress notes every 60 days	9%	
Total:	80%	0%
Individual Goals (Will constitute 15% of review criteria)	Insert percentage to be obtained in this column	Insert actual obtained percentage in this column (Blank for Part C, completed for Evaluation)
Revenue = or > than budget in Rehab Expenses for Rehab =< than budget	3%	
Rehab metrics and outcomes to meet business plan standards	7%	
Reduce staff turnover by 50% from FY 13	5%	
Total:	15%	0%
Team Goals: (Will constitute 5% of review criteria)	Insert % of Total here	Insert % Obtained when reviewing
ESCT Gross Revenue meets FY 13 Budget	1%	
ESCT Net Income meets FY 13 Budget	2%	
ESCT Turnover Reduction from prior year	2%	
Specific Performance Objectives Total	5%	
Specific Performance Objectives Total	100%	0%

Excellent 90-100	Skilled 80-89	Needs Improvement 70-79	Unsatisfactory 69& below
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[Bold the category listed above that is same as specific performance objectives total]

Comments:

Insert overall performance comments here.

Developmental Needs and Plans for Performance Development and/or Improvement

Insert developmental needs and plans for performance development and/or improvement here.

My signature below verifies I have participated in my evaluation. My comments are:

Employee Signature _____ Date _____

Reviewer's Name (Printed) _____ Date _____

Reviewer's Signature _____ Date _____



Easter Seals Central Texas POSITION DESCRIPTION

Name:

Position Title: Audiologist

Department: CORP

FLSA Status/Classification: Exempt

Credential: Licensed in Texas and CCC-A

Approved: 8/11

Last Revised: 8/11

POSITION REPORTS TO: Vice President Children's and Family Services

POSITIONS SUPERVISED: Audiology Interns

POSITION PURPOSE

To provide audiology services to clients of the agency to include hearing assessments, testing, hearing aid dispensing, and repair. Specific operational priorities are identified in the annual Organization's Operational Work Plan. The occupant of this position is guided by the Organizational Systems Manual (policies and procedures), multi-year Strategic Plan, Operational Work Plan, Organizational Calendar and teamwork expectations in the conduct of all professional activities. The occupant is expected to maintain skills and knowledge essential for successful job performance.

ESSENTIAL FUNCTIONS AND BASIC DUTIES

1. Provides discipline specific services within the scope of state license, professional certification and CORP program standards
2. Provides direct services consistent with agency standards for record documentation, quality, and client outcomes
3. Participates in the quality improvement program
4. Maintains competency through continuing education
5. Participates in fundraising, marketing, and business development
6. Develops and coordinates administrative components of the Audiology Program including program description and standards.
7. Performs all diagnostic audiology assessments, prepares service plans, and assesses therapeutic improvement and goal attainments.
8. Manages all aspects of the hearing aid dispensary program.
9. Maintains reports, case records, computer charges, and computer notes in a timely manner as specified in the departmental policy and procedure manual.
10. Assesses equipment/supply needs and performs routine budget analysis for the department.
11. Reviews, revises, and updates all audiological procedures and required forms for the policy and procedure manuals.
12. Develops and implements with consultation from Marketing Coordinator, marketing plans for audiology services.
13. Assists in the preparation of grants and contracts for audiology.

As assigned:

1. Outreach activities
2. Marketing and/health fairs.
3. Administrative duties.

MINIMUM QUALIFICATIONS EDUCATION/CERTIFICATION and/or EQUIVALENT EXPERIENCE: [SELF EXPLANATORY - EXAMPLE: MS or MA from an accredited college with major course in Audiology. Current Texas Licensure in audiology and hearing aid dispensing. AHSA Certification. Minimum of 3 years of experience in diagnostic audiology. Working knowledge of sign language and Spanish (preferred) Experience in case management, pediatrics and work with families; Skill in supervision/teaching.

KNOWLEDGE, SKILLS and ABILITIES

This description is intended to indicate the kinds of tasks and levels of work difficulty required of the position given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of management to assign, direct and control the work of employees under supervision. The listing of duties and responsibilities shall not be held to exclude other duties not mentioned that are of similar kind or level of

- Knowledge of disabilities found in children, and adults, and knowledge of families challenged by developmental risk and/or disabilities.
- Ability to work cooperatively with other employees, clients and their families, and other customers of the Center.
- Ability to communicate effectively, verbally and in writing, with customers, suppliers, co-workers and supervisors.
- Ability to work independently and use good judgment.
- Ability to adhere to administrative and departmental policies through appropriate behavior, dress, attitude, attendance, confidentiality, professionalism, and reliability.
- Knowledge and use of proper handling techniques.
- Computer knowledge including word processing and spreadsheets.
- Ability to adhere to safety, health, and regulatory requirements as described in the agency's policies and procedures.
- Ability to organize, allocate time, and manage a caseload.
- Ability to respect the value, potential, and dignity of service participants and their families.

PHYSICAL ACTIVITIES AND REQUIREMENTS OF THIS POSITION

☐ Frequent Sitting

- ☐ 1-2 hours a day
☐ 2-3 hours a day
☒ 3-4 hours a day
☐ 6-8 hours a day

Standing and Stooping

- ☒ 1-2 hours a day
☐ 2-3 hours a day
☐ 3-4 hours a day
☐ _____ hours a day

Bending or Twisting the Body

- ☒ 1-2 hours a day
☐ 2-3 hours a day
☐ 3-4 hours a day
☐ _____ hours a day

Lifting

- ☒ 10-20 lbs
☐ 20-40 lbs
☐ 40-60 lbs
☐ 60-_____ lbs

Performing Repetitive Motions

- ☐ 1-2 hours a day
☐ 2-3 hours a day
☒ 3-4 hours a day
☐ _____ hours a day

- ☐ 1-2 hours a day
☐ 2-3 hours a day
☐ 3-4 hours a day
☐ _____ hours a day

Kneeling, Crouching, Stooping, or Crawling

- ☒ 1-2 hours a day
☐ 2-3 hours a day
☐ 3-4 hours a day
☐ _____ hours a day

Walking and Running

- ☒ 1-2 hours a day
☐ 2-3 hours a day
☐ 3-4 hours a day
☐ _____ hours a day

Outdoors, Exposed to Weather

- ☐ 1-2 hours a day
☐ 2-3 hours a day
☐ 3-4 hours a day
☐ _____ hours a day

Exposure to Sounds, Noise Levels That are Distracting or Uncomfortable

- ☒ 1-2 hours a day
☐ 2-3 hours a day
☐ 3-4 hours a day
☐ _____ hours a day

Exposure to Hot/Cold Temperatures

NA (above 90 F degrees) or (below 32 F degrees)

- ☐ 1-2 hours a day
☐ 2-3 hours a day
☐ 3-4 hours a day
☐ _____ hours a day

Exposure to extreme bright or inadequate lighting Exposure to Contaminants

- N/A
☐ 1-2 hours a day
☐ 2-3 hours a day
☐ 3-4 hours a day
☐ _____ hours a day

Exposure to Healthcare Bio-hazards (ie., disease and illness)

- ☐ 1-2 hours a day
☐ 2-3 hours a day
☒ 3-4 hours a day
☐ _____ hours a day

Finger Dexterity (ie. Handle, Control, or Feel Objects, Tools, or Controls)

- ☐ 1-2 hours a day
☐ 2-3 hours a day
☒ 3-4 hours a day
☐ _____ hours a day

President/CEO _____

Approval Date _____

I have received and reviewed this position description.

Position Occupant _____

Approval Date _____

Position Description - Part C

Audiologist

Specific Performance Objectives - 2011-2012

60% of Total Obtained

(Will constitute 60% of review criteria)

	Insert percentage to be obtained here	Insert actual obtained percentage here
Audiology gross revenue of 14,000.00 month on average	50%	
Documentation supports billing and is complete and accurate 95% of the time	20%	
Av number of clients seen weekly 12	20%	
Offering 2 community outreach hearing screens in the Austin Area for school age children to cultivate Medicaid and CHIP clients	10%	
Total:	100%	

Critical Performance Factors (Rating 1-5) (Will constitute 30% of review criteria)

- _____ 1. Deadlines (Internal & External)
- _____ 2. Compliance with ESCT Policies & Procedures
- _____ 3. Compliance with Safety Standards

General Performance Factors (Rating 1-5) (Will constitute 10% of review criteria)

- _____ 1. Quality of work
- _____ 2. Knowledge
- _____ 3. Judgment and problem solving
- _____ 4. Professionalism
- _____ 5. Oral and written communications
- _____ 6. Colleague relations/teamwork
- _____ 7. Dependability
- _____ 8. Initiative/Drive
- _____ 9. Time Management
- _____ 10. Attendance and Punctuality

I have received and reviewed these performance objectives

Position Occupant _____ Approval Date _____

Supervisor _____ Approval Date _____

Developmental Activities:

Learning about other hearing aid manufacturers beyond Phonak and Oticon.

To take continuing education course on increasing audio visibility to generate clients.

Section 0650 Program Budget and Narrative

Program Budget

Applicant must input all proposed budget line items per the applicable Life Continuum categories.

- **ALL LINE ITEM AMOUNTS MUST BE WHOLE DOLLARS ONLY.**
- The dollar amount requested in your Application's Program Budget and Narrative must reflect a twelve (12) month amount of funding.
- The dollar amount requested in your Application's Program Budget and Narrative must be budgeted under one or more of the Life Continuum categories (Early Childhood, Youth, Adults & Families, Seniors & Persons with Disabilities).
- The Personnel line item includes Salaries plus Benefits (combined).
- General Operating Expenses: Include for this line item all operating expenses which are NOT included in any other line item). Examples are any Travel/ Training/ Conferences WITHIN Travis County, Insurance/Bonding, Audit expenses, equipment costing \$5,000 or less, general office supplies, rent; utilities, telecommunications, postage, etc.
- Consultants/Contractuals: Applicants shall combine all proposed amounts into one line item, but shall provide separate details for each relevant item in the Program Subcontractors form. Only consultant/contractual expenses for direct client services are to be included here; other consultant/contractual services should be included in General Operating Expenses.
- Direct Assistance to Clients includes rent, mortgage, utilities, or transportation costs, etc.
- "Amount Funded by ALL OTHER Sources" is the balance of funding from all sources other than the City of Austin.
- "Total Budget" is the sum of all funding sources, which is the entire cost of the program.
- Calculate and check all subtotals and totals, including the percentages by funding source at the bottom, and ensure all line item amounts, subtotals, and totals are in WHOLE DOLLARS.

Section 0650
Program Budget and Narrative

Program's Line Item Budget	EARLY CHILDHOOD Amount	YOUTH Amount	ADULTS & FAMILIES Amount	SENIORS & PERSONS WITH DISABILITIES Amount	Amount Funded by ALL OTHER Sources	TOTAL Budget (ALL funding sources)
PERSONNEL						
1. Salaries plus Benefits				809,278		809,278
A. Subtotals: PERSONNEL				809,278		809,278
OPERATING EXPENSES						
2. General Operating Expenses						
3. Consultants/ Contractuals						
4. Staff Travel - <u>Out of Travis County</u>						
5. Conferences/Seminars - <u>Out of Travis County</u>						
B. Subtotals: OPERATING EXPENSES						
DIRECT ASSISTANCE for PROGRAM CLIENTS						
6. Food/Beverage for Clients						
7. Financial Assistance for Clients						
8. Other (<i>specify</i>)						
C. Subtotals: DIRECT ASSISTANCE						
CAPITAL OUTLAY (with per Unit Cost over \$5,000/unit)						
9. Capital Outlay						
D. Subtotals: CAPITAL OUTLAY						
TOTALS						
GRAND TOTALS (A + B + C + D)				809278		809,278
PERCENT SHARE of Total for Funding Sources:	%	%	%	100%	%	100%

Section 0650 Program Budget and Narrative

Program Subcontractors

SUBCONTRACTOR #1		
Name of Subcontractor		
Term of Subcontract (<i>mm/dd/yyyy</i>)	Start date:	End date:
Services to be Subcontracted		
Number of Clients to be Served (<i>if applicable</i>)		
Dollar Amounts by Funding Source:		
<u>CITY of AUSTIN amount</u> \$	<u>ALL OTHER Sources amount</u> \$	<u>TOTAL</u> \$

SUBCONTRACTOR #2		
Name of Subcontractor		
Term of Subcontract (<i>mm/dd/yyyy</i>)	Start date:	End date:
Services to be Subcontracted		
Number of Clients to be Served (<i>if applicable</i>)		
Dollar Amounts by Funding Source:		
<u>CITY of AUSTIN amount</u> \$	<u>ALL OTHER Sources amount</u> \$	<u>TOTAL</u> \$

SUBCONTRACTOR #3		
Name of Subcontractor		
Term of Subcontract (<i>mm/dd/yyyy</i>)	Start date:	End date:
Services to be Subcontracted		
Number of Clients to be Served (<i>if applicable</i>)		
Dollar Amounts by Funding Source:		
<u>CITY of AUSTIN amount</u> \$	<u>ALL OTHER Sources amount</u> \$	<u>TOTAL</u> \$

(If needed for additional subcontracts, copy blocks above to a new page and re-number them accordingly)

Section 0650 Program Budget and Narrative

Program Budget Narrative

Add details to describe the proposed City expenses from your Program Budget form.
Explanations for the "Other Sources" line items are not required.

PERSONNEL	NARRATIVE/ Descriptions
1. Salaries and Benefits	809,278
OPERATING EXPENSES	
2. General Operating Expenses	
3. Consultants/ Contractuals	
4. Staff Travel - <u>OUT of Travis County</u>	
5. Conferences/Seminars/ Training - <u>OUT of Travis County</u>	
DIRECT ASSISTANCE	
6. Food/Beverage for Clients	
7. Financial Assistance for Clients	
8. Other Direct Assistance (must specify)	
CAPITAL OUTLAY	
9. <u>Capital Outlay</u> (must specify)	

Section 0655 Program Funding Summary

In *last column*, insert the twelve (12) month funding amount for your proposed program into the corresponding cell. Next clearly list all of your other funding sources for this program, with their corresponding program periods and amounts. Also ensure that the Total Program Funding in the bottom right cell is calculated correctly.

Funding Sources	Grant/Contract Name	Funding Period Start (mm/dd/yyyy)	Funding Period End (mm/dd/yyyy)	Funding Amount
City of Austin	Social Services Contract	10/01/2015	09/30/2016	\$809,278
FUNDING AMOUNT TOTAL:				\$809,278



Seanene

City of Austin Health and Human Services Department

**P.O. Box 1088
Austin, Texas 78767**

September 5, 2013

Tod Marvin
President & CEO Executive Director
Easter Seals-Central Texas, Inc.
1611 Headway Circle, Building 2
Austin, TX 78754

**Re: Community Based Resources Contract Desk Review Monitoring Visit
Easter Seals-Central Texas, Inc.**

Dear Mr. Marvin

Community Based Resources conducted a monitoring visit of Easter Seals-Central Texas, Inc. on the August 8, 2013. The visit included a Financial Review, Performance Review, Technical Assistance, and Administration Review of the Safety Net Disabilities Solutions and Infrastructure Housing and Employment Services programs for FY 2013.

During the review there were no concerns, recommendations or findings identified.

We commend you for the work you are doing in the community and please extend our gratitude to the Easter Seal's staff for facilitating the visit.

If you have any questions or comments regarding this report, please feel free to contact Willie Williams at (512) 773-5059.

Sincerely,

A handwritten signature in black ink, appearing to read "Edna".

Edna Staniszewski,
Contract Compliance Associate

A handwritten signature in black ink, appearing to read "Willie Williams".

Willie Williams, M.S., L.C.D.C., C.A.S.
Liaison/ Contract Manager

cc:

Robert Kingham, Manager, Community Based Resources



Travis County Health and Human Services & Veterans Service

P.O. Box 1748, Austin, Texas 78767
(512) 854-4100 Fax (512) 854-4115

July 17, 2013

Email: j.schartz@sbcglobal.net

Jonas Schwartz, Board President
Easter Seals Central Texas, Inc.
1611 Headway Circle #2
Austin, Texas 78754

**Re: Travis County Monitoring Visit
Easter Seals Central Texas, Inc.**

Dear Mr. Schwartz:

Travis County conducted a monitoring visit of the Developmental and Clinical Solutions and Employment Programs on May 28, 2013. The visit included an administrative, financial, and program performance review of the programs.

During the review there were no concerns, recommendations or findings identified.

We commend you for the work you are doing in the community and please extend our gratitude to the Easter Seals' staff for facilitating the visit.

Sincerely,

A handwritten signature in cursive script, appearing to read "San Juana Gonzales".

San Juana Gonzales
Contract Compliance Specialist
HHS/VS Finance Division
512/854-4122
Sanjuana.Gonzales@co.travis.tx.us

A handwritten signature in cursive script, appearing to read "LaDonna Brazell".

LaDonna Brazell
Contract Compliance Specialist
HHS Finance Division
512/854-7875
LaDonna.Brazell@co.travis.tx.us

Cc: Jean Langendorf, Executive Director, ESC
Sherri Fleming, HHSVS, County Executive, Travis County
Kathleen Haas, HHS/VS Finance Manager
Doris Edwards, HHS/VS Program Lead

Section 0835: Non-Resident Bidder Provisions

Company Name Easter Seals Central Texas

- A. Bidder must answer the following questions in accordance with Vernon's Texas Statutes and Codes Annotated Government Code 2252.002, as amended:

Is the Bidder that is making and submitting this Bid a "Resident Bidder" or a "non-resident Bidder"?

Answer: Resident Bidder

- (1) Texas Resident Bidder- A Bidder whose principle place of business is in Texas and includes a Contractor whose ultimate parent company or majority owner has its principal place of business in Texas.
(2) Nonresident Bidder- A Bidder who is not a Texas Resident Bidder.

- B. If the Bidder is a "Nonresident Bidder" does the state, in which the Nonresident Bidder's principal place of business is located, have a law requiring a Nonresident Bidder of that state to bid a certain amount or percentage under the Bid of a Resident Bidder of that state in order for the nonresident Bidder of that state to be awarded a Contract on such bid in said state?

Answer: _____ Which State: _____

- C. If the answer to Question B is "yes", then what amount or percentage must a Texas Resident Bidder bid under the bid price of a Resident Bidder of that state in order to be awarded a Contract on such bid in said state?

Answer: _____

**EASTER SEALS CENTRAL TEXAS
ORGANIZATIONAL SYSTEMS MANUAL**

Department: Management
1999

Effective Date: September 1,

Subject: Volume II.D.2

Policy #: 306

Human Resources Policies and Procedures
No Tobacco Use Policy

A. Standards

All Staff and Trainee Positions

Easter Seals Central Texas maintains a smoke and tobacco free environment. Smoking and use of tobacco products, including chewing tobacco and snuff, are not allowed on any Easter Seals property or in any Easter Seals Central Texas' vehicle. There are no designated smoking areas inside or on Easter Seals Central Texas premises, nor does the organization allow smoking breaks during the workday, i.e., no additional breaks beyond those allowed under the break policy may be taken for the purpose of using tobacco or similar products. If returning from a meal break during which you have used tobacco or similar products, do not leave cigarette butts or other traces of litter or tobacco use on the ground or anywhere else. Dispose of any litter properly in the receptacles provided for that purpose.

Employees may not have the smell of tobacco smoke about their persons during work hours or while on company business. In general, employees should not use or consume any substance, the effects or traces of which could interfere with the employee's presentation of a clean and professional appearance to clients and the public in general.

Please remember to conform to the smoking or tobacco use policies of our clients when working at a client's site.

All employees are expected to abide by this policy in all respects while at work, whether on company premises, at a customer's site, or while in transit between work locations or assignments, as well as while the employee is off duty, if the employee is on company premises or in vehicles owned, leased, or rented by the company.

The City of Austin smoking ordinance and Texas Department of Health guidelines prohibit smoking within 15 feet of buildings, and smoking is not allowed in the sight of children. Because Easter Seals Central Texas may be subject to civil or criminal penalties for violations of applicable no-smoking laws, strict adherence to this policy is mandatory. Employees violating this policy may be subject to disciplinary action up to and possibly including termination.

Please contact the Human Resources Department if you have any questions about this no tobacco use policy. Complaints about violations of this policy may be filed under the complaint resolution procedure.

**EASTER SEALS CENTRAL TEXAS
ORGANIZATIONAL SYSTEMS MANUAL**

Department: Management
2004

Effective Date: November 1,

Subject: Volume II.D.2

Policy #: 315

**Human Resources Policies and Procedures
Workplace Violence**

A. Standards

All Staff and Trainee Positions

Easter Seals Central Texas expressly prohibits any acts or threats of violence by any employee or former employee against any other employee, client, volunteer, or visitor in or about the facilities of Easter Seals Central Texas or elsewhere at any time. Easter Seals Central Texas prohibits anyone from carrying firearms, concealed or otherwise, into any building or portion of a building on the property of Easter Seals Central Texas, or any other building or portion of a building at any site where Easter Seals Central Texas business is performed. Further, employees are prohibited from carrying firearms while engaged in any Easter Seals Central Texas business.

Effective September 1, 2011, an employer may continue to prohibit employees from possessing a firearm on the "premises" of the employer's business. The term "premises" is defined by Section 46.035(f)(3) of the Texas Penal Code as a building or portion of a building. "Premises" does not include a driveway, street, sidewalk, walkway, parking lot, parking garage, or other parking area. Therefore, storing a lawfully possessed firearm in his or her vehicle while parked in an Easter Seals Central Texas parking lot is permitted in accordance with SB 321 as long as the employee holds a concealed handgun license (CHL) in accordance with Chapter 411 of the Texas Government Code or otherwise lawfully possesses a firearm. In keeping with our commitment of employee safety, Easter Seals Central Texas is committed to the following:

1. To provide a safe and healthy work environment according to the safety policy contained in this Manual (see Policy 303).
2. To take prompt remedial action against any employee, volunteer, family member, contractor, vendor or visitor, who engages in any threatening behavior or acts of violence or who uses any obscene, abusive, or threatening language or gestures by immediately escorting or having the violent person (s) escorted off of the premises. For employees exhibiting the aforementioned behavior, they will be disciplined, up to and including immediate discharge.
3. To take appropriate action when dealing with employees, individuals we serve, volunteers, former employees, or visitors to Easter Seals Central Texas facilities who engage in such behavior. Such action may include notifying the police or other law enforcement personnel and prosecuting violators of this policy to the maximum extent of the law.
4. To prohibit employees, former employees, individuals we serve, volunteers, and visitors from bringing unauthorized firearms or other weapons into an Easter Seals Central Texas building or portion of a building.
5. To establish viable security measures to ensure that the facilities of Easter Seals Central Texas are safe and secure to the maximum extent possible and to properly handle access to these facilities by the public, off-duty employees, and former employees. Employees must notify Human Resources in the event of any lost keys to Easter Seals Central Texas' facilities, or upon separation of employment, keys must be returned to the Human Resources Department.

Any employee who engages in violent, abusive, or threatening behavior, or who otherwise engages in behavior that Easter Seals Central Texas, in its sole discretion, deems offensive or inappropriate will be immediately discharged and Easter Seals Central Texas retains the right to contact law enforcement.

Employees have a “duty to warn” their Supervisor, the Human Resources Department, or the office of the President and CEO of any suspicious workplace activity/situations, or incidents that they observe or are aware of and involve other employees, former employees, individuals we serve, volunteers, or visitors that appear problematic. This includes but is not limited to, threats or acts of violence, aggressive behavior, offensive acts, threatening or offensive comments or remarks. Employee reports made pursuant to this policy will be held in confidence to the maximum possible extent. Easter Seals Central Texas will not condone any form of retaliation against any employee for making a report under this policy. Easter Seals Central Texas reserves the right to investigate possible violations of this policy and to search all work areas and personal belongings on property.

Employee Responsibility

Employees will report all violent incidents immediately to their supervisor and or manager at the time. Timeliness of reporting is critical.

All employees will cooperate with internal investigations as well as law enforcement agencies in dealing with workplace violence incidents.

Supervisory or Management Responsibility

- a. Take necessary action to resolve the violent behavior.
- b. Insure the victims have received necessary medical treatment, if appropriate
- c. Contact local law enforcement agencies, if appropriate.
- d. Facilitate the removal of the offender from the premises.
- e. Notify the President and CEO as soon as the situation allows.
- f. Complete an Accident/Incident Report.

The President and CEO upon learning of a violent incident, will review the incident to determine whether it was handled properly.

Workplace Violence Training:

Employees will receive workplace violence training at least annually.

I have reviewed the workplace violence policy and understand the above statements.

Employee Signature

Date

Witness Signature

Date